

January 20, 2015

AGENDA

Regular Meeting of the Hazlet Township Committee held at _____ p.m.

Salute to the flag and moment of silent prayer called by Mayor.

Mayor’s Statement – Open Public Meetings Act & Emergency Fire Exits.

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 January 5, 2015, advance written notice of this meeting was posted at:
1766 Union Avenue, Hazlet, New Jersey.
- (B) On January 5, 2015, advance written notice of this meeting was forwarded to the Independent and published in the Asbury Park Press on January 7, 2015.
- (C) On January 5, 2015, 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, 2015.

FIRE EXITS are located in the directions I am indicating:

Farther down at the end of the room, through the doors and 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. Finally, let the record reflect that the minutes of this meeting will accurately reflect the topics addressed during this meeting but will not be a verbatim transcript of tonight’s proceedings. Thank you. I direct the Municipal Clerk to enter into the minutes of this meeting these announcements.

<u>ROLL CALL</u>	<u>PRESENT</u>	<u>ABSENT</u>
Committeeman DiNardo	_____	_____
Committeewoman Kiley	_____	_____
Committeewoman Ronchetti	_____	_____
Deputy Mayor Aagre	_____	_____
Mayor Sachs	_____	_____

Approval of Minutes – Regular Meeting - December 16, 2014
Workshop Meeting - December 16, 2014
Reorganization Meeting – January 3, 2015

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____
(abstain 12/16/15)

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

Recognizing John Sonnick for his years of service and dedication to Hazlet Township.

Accepted by: _____

Resolutions, Motions and Appointments:

Resolutions #27 through #30 are by Consent Agenda. All matters listed under Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussions of these items. If discussion is desired by the Mayor or any member of the Township Committee, that item will be removed and will be considered separately. Advance copies of each resolution have been given to each Committee Member. The original resolutions are with the Municipal Clerk for inspection as listed below.

- 27. Issuance of Raffle License RL-4033, RL-4034 and RL-4035 to St. Catherines Church.
- 28. Release of the performance guarantee for Landmark Land LLC – The Enclave at Holmdel, Block 194.04, Lots 26 & 29.
- 29. Release of the maintenance guarantee for New Cingular Wireless PCS, LLC (AT&T), Block 120, Lot 64.
- 30. Release of the maintenance guarantee for Atlantic Polymers Group, Block 120, Lots 13, 13.01 and 14.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

31. 2015 Blue Collar Salaries.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

32. 2015 White Collar Salaries.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

33. 2015 Police Salaries.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

34. 2015 Non-Contractual Salaries.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

35. Adoption of the 2013 Correction Plan.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

36. Authorizing the transfer to accumulated absences trust fund.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

37. Authorizing the transfer to the snow removal fund.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

38. Appointment of Dr. Antonios Tsompanidis as the township physician for 2015.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

39. Appointment of Dr. Staci Addressi as the township chiropractor for 2015.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

40. Authorizing the Mayor to execute Change Order #2 for Jads Construction Company for the 2014 Road Program.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

41. Acceptance of the 2013 Audit Report.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

42. Authorizing the retainment of Realty Appraisal to prepare appraisals for Commercial, Industrial and Apartments.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

43. Authorizing the retainment of Pamela Brodowski of BRB Valuation & Consulting Services to provide appraisals and expert testimony for tax appeals.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

44. Appointment of Dr. Michael Kahn as the townships Certified Employee Assistance Professional.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

45. Authorizing the settlement of the tax appeal for Scudieri Enterprises, Airport Plaza, Block 166, Lot 1.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

46. Amending the township's Employee Handbook, section "Paid and Unpaid Time Off".

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

47. Authorizing the Engineer to execute Progress Payment No. 5 from Jads Construction Company, Inc. for the 2014 Road Improvement Program.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

Ordinance Introduction:

1. AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 214 OF THE HAZLET CODE ENTITLED "FIRE PREVENTION"

Title read by: _____

Hearing Date: February 3, 2015

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

Payment of Bills:

Advance bill lists having been supplied to each Committee Member.

Offered _____ 2nd _____

Roll Call: Committeeman DiNardo _____ Committeewoman Kiley _____

Committeewoman Ronchetti _____ Deputy Mayor Aagre _____

Mayor Sachs _____

Citizens Hearing:

Motion to close hearing:

Offered _____ 2nd _____

Voice Vote: _____

Motion to adjourn:

Offered _____ 2nd _____

Voice Vote: _____

Time: _____

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that the Municipal Clerk be and is hereby authorized to issue the following Raffle Licenses:

RL-4033, RL-4034 & RL-4035 – St. Catherines Church

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, there was previously posted with the Township of Hazlet, a performance guarantee assuring the completion of curbs, sidewalks and related items in connection with that certain project known as **LANDMARK LAND LLC – The Enclave at Holmdel, BLOCK 194.04, LOTS 26 & 29;** and

WHEREAS, the Township Engineer has recommended, in a report dated December 23, 2014, the release of said performance guarantee subject to certain conditions for the reason that the curbs, sidewalks and related items, other than an unresolved resident complaint of incomplete restoration of disturbed yard areas at 440 Middle Road, Hazlet, NJ, have been satisfactorily completed.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet that the release of that performance guarantee posted with the Township of Hazlet to assure the completion of curbs, sidewalks and related items in connection with Landmark Land LLC (The Enclave at Holmdel) be and the same is hereby approved and the appropriate officers and employees of the Township be and they are hereby authorized and directed to surrender and release said performance guarantee provided, however, they shall be assured that the Township is in receipt of the following items:

1. A cash bond in the amount of \$2,500.00 to assure the satisfactory completion of restoration work in the yard areas of 440 Middle Road, Hazlet, NJ. Restoration work is to be performed in the spring of 2015, and no later than April 30, 2015, under observation of the Township Engineer.
2. A maintenance guarantee with adequate surety in favor of the Township of Hazlet and in the amount of \$23,171.03 assuring the maintenance and good repair of curbs, sidewalks and related items for a period of two (2) years from and after December 23, 2014.
3. The payment of all outstanding invoices for this project.
4. The certification from the Chief Financial Officer that the Engineering Escrow Account with regard to said project is not in deficit and that a reserve of at least \$1,500.00 exists therein after payment of outstanding invoices for the satisfaction of such charges as may thereafter be made to said account and in connection with said project; and

BE IT FURTHER RESOLVED that the Municipal Clerk be and she is hereby authorized and directed to transmit certified copies of this resolution to the applicant and to the Township Engineer.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township, do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

EVELYN A. GRANDI
Municipal Clerk

RESOLUTION

WHEREAS, there was previously posted with the Township of Hazlet a certain maintenance guarantee assuring the maintenance and repair of certain public improvements in connection with that project known as **NEW CINGULAR WIRELESS PCS, LLC (AT&T), Block 120, Lots 64**; and

WHEREAS, the two-year duration of said maintenance guarantee will expire on January 22, 2015; and

WHEREAS, an inspection of the improvements within and related to said project by the Township Engineer reveals no unsatisfactory conditions as stated in his report dated January 9, 2015;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that upon certification by the Chief Financial Officer that all engineering inspection charges have been paid, the maintenance guarantee posted in the amount of \$207.19 be and the same is hereby released and the appropriate officers be and they are hereby authorized and directed to surrender and release said maintenance guarantee and any remaining escrow balance.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, there was previously posted with the Township of Hazlet a certain maintenance guarantee assuring the maintenance and repair of certain public improvements in connection with that project known as **ATLANTIC POLYMERS GROUP, Block 120, Lots 13, 13.01 & 14**; and

WHEREAS, the two-year duration of said maintenance guarantee expires on January 16, 2015; and

WHEREAS, an inspection of the improvements within and related to said project by the Township Engineer reveals no unsatisfactory conditions as stated in his report dated January 8, 2015;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that upon certification by the Chief Financial Officer that all engineering inspection charges have been paid, the maintenance bond posted in the amount of \$42,652.95 be and the same is hereby released and the appropriate officers be and they are hereby authorized and directed to surrender and release said maintenance guarantee and any remaining escrow balance, including a \$1,500.00 cash site stabilization bond.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, the Township Committee of Hazlet Township has heretofore adopted an Ordinance establishing by title the salaries, wages and fees for certain employees of Hazlet Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that the following named employees be and they are hereby compensated for the calendar year 2015 at the salary stipulated opposite their name.

<u>BLUE COLLAR</u>	<u>SALARY</u>
Mark Allen	\$34,199.97
Jared Belasco	\$35,801.47
Michael Beslanovitz	\$38,461.85
John Bowen	\$35,801.47
Salvatore Coppola	\$39,998.58
Alex DelBuono	\$12.00/hr.
Daniel DelBuono	\$34,199.97
Louis DiLaurenzio	\$39,456.35
Kevin Enright	\$35,801.47
Randy Hicks	\$58,660.03
Gary Kruk	\$38,462.15
Kenneth Larity	\$38,462.15
Kenneth Lind	\$57,680.20
Frank Littriello	\$34,199.97
Keith Mula	\$38,462.15
Kevin Mullahy	\$58,660.03
Matthew Pendle	\$38,462.15
Cody Sachs	\$35,801.47
Robert Santasieri	\$38,462.15
Joseph Saraiva	\$62,366.15
Patrick Toal	\$35,801.47
Scott Whalen	\$39,456.35
Patrick Zebro	\$38,461.85
Edward Zimmerman	\$63,391.79
Edward Zimmerman (Recycling Coordinator)	\$ 1,000.00

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<u>WHITE COLLAR</u>	<u>SALARY</u>
Karen Ackerson	\$54,451.57
Linda Busco	\$53,469.30
Patricia Cullen	\$31,212.00
Maryanne DiCostanzi	\$42,448.32
Joyce Feirstein	\$34,388.76
Christine Fox	\$29,131.20
David Goodwin	\$40,170.66
Nicholas Hungerford	\$37,213.45
Linda Morrison	\$33,170.00
Nancy O'Grady	\$37,957.93
Jennifer O'Keefe	\$34,411.67
Timothy Scobie	\$37,213.45
Linda Sims	\$33,931.59

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Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, the Township Committee of Hazlet Township has heretofore adopted an Ordinance establishing by title the salaries, wages and fees for certain employees of Hazlet Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that the following named employees be and they are hereby compensated retroactive to and including January 1, 2015 at the salary stipulated opposite their name.

<u>POLICE</u>	<u>SALARY</u>
Lieutenant David Cohen	\$113,071.19
Lieutenant Arthur Lynch	\$113,071.19
Lieutenant Robert Mulligan	\$113,071.19
Lieutenant Scott Mura	\$113,071.19
Lieutenant Ted Wittke	\$113,071.19
Sergeant Christopher Acevedo	\$106,706.43
Sergeant William Agar	\$106,706.43
Sergeant Jerry Burgos	\$106,706.43
Sergeant Michael Duncan	\$106,706.43
Ptl. Adam Cullen	\$ 98,662.97
Ptl. Robert Dickens	\$ 53,906.91
Ptl. Charleigh Dufford	\$ 53,906.91
Ptl. Thomas Enright	\$ 98,662.97
Ptl. John Fitzsimmons	\$ 98,662.97
Ptl. Joseph Forgione	\$ 98,662.97
Ptl. Anthony Forlenza	\$ 98,662.97
Ptl. Dane Frattalone	\$ 53,906.91
Ptl. Michael Galvin	\$ 50,035.54
Ptl. Kevin Geoghan	\$ 98,662.97
Ptl. Nicholas Greene	\$ 53,906.91
Ptl. Richard Jaeger	\$ 98,662.97
Ptl. Richard W. Jaeger	\$ 53,906.91
Ptl. Patrick Kiley	\$ 53,906.91
Ptl. Gerard Laurino	\$ 98,662.97
Ptl. Christopher LoBello	\$ 46,164.18
Ptl. Nicolas Logothetis	\$ 53,906.91
Ptl. William Marvel	\$ 98,662.97
Ptl. Ryan McAndrews	\$ 98,662.97
Ptl. Vincent Quinn	\$ 98,662.97
Ptl. Scott Randolph	\$ 98,662.97
Ptl. Edward Schmidt	\$ 65,808.42
Ptl. Joseph Schroeck	\$ 46,164.18

POLICE

SALARY

Ptl. Jacqueline Struble	\$ 98,662.97
Ptl. Russell Surdi	\$ 46,164.18
Ptl. Tara Theis	\$ 98,662.97
Ptl. Michael Tristao	\$ 98,662.97
Ptl. Richard Wilhelm	\$ 53,906.91
Ptl. Patrick Wood	\$ 53,906.91

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Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, the Township Committee of Hazlet Township has heretofore adopted an Ordinance establishing by title the salaries, wages and fees for certain employees of Hazlet Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that the following named employees be and they are hereby compensated for the calendar year 2015, retroactive to January 1 where applicable, at the salary stipulated opposite their name.

Non Contractual

Salary

John Brand	\$ 62,061.92
James Broderick	\$141,112.07
Marilyn Colas	\$ 77,861.59
Ashlesha Deshpande	\$ 15,300.00
Evelyn Grandi	\$ 59,041.31
Thomas Herits	\$ 10,301.43
Barbara Hilliard	\$ 28,182.64
Sharon Keegan	\$ 64,151.70
Kenneth Kruk	\$ 94,676.40
Carol LaManna	\$ 57,305.23
Mary Lynch	\$ 41,850.92
Mary Lynch (Registrar)	\$ 5,100.00
Ronald Maryak	\$ 56,869.17
Philip Meehan	\$136,965.41
Thomas O'Hara	\$ 91,086.11
Nancy Pendle	\$ 56,255.17
Joseph Pichirallo	\$ 62,061.92
Dennis Pino	\$108,242.42
Dennis Pino (Administrator)	\$ 25,500.00
David Rooke	\$105,410.89
Gail Scaglione	\$ 52,020.00
Rhonda Schultz	\$ 49,119.60
Michael Sachs, Mayor	\$ 5,100.00
Scott Aagre, Deputy Mayor	\$ 4,590.00
James DiNardo, Committeeman	\$ 4,590.00
Susan Kiley, Committeewoman	\$ 4,590.00
Barbara Ronchetti, Committeewoman	\$ 4,590.00
Mary Lynch (Recreation Secretary)	\$ 125.00 Per Month
Beth Christopher (Environmental Secretary)	\$ 100.00 Per Month
Patricia Cullen (Land Use Board Secretary)	\$ 100.00 Per Month
Robert Cullen	\$ 20.40 Per Hour
Robert Dispenza	\$ 26.01 Per Hour
Madeline Dispenziere	\$ 12.77 Per Hour
Annie Eng	\$ 16.83 Per Hour
Nicholas Fabiano	\$ 36.41 Per Hour
Frank Finnerty	\$ 16.83 Per Hour

Non Contractual

Salary

Frank Fitzpatrick (P/T Messenger)	\$	11.46 Per Hour
John Gilgannon	\$	12.98 Per Hour
Ed Huber	\$	16.32 Per Hour
Harry Hunter	\$	16.56 Per Hour
Joseph Penevolpe	\$	37.14 Per Hour
Frank Pinto	\$	12.98 Per Hour
Stacy Smallze	\$	12.98 Per Hour
Mary Trapani	\$	13.03 Per Hour
Jacqueline Vendetti	\$	13.24 Per Hour
Steven Venticinque	\$	12.98 Per Hour
Kathleen Viscardi	\$	20.40 Per Hour

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

ADOPTION OF CORRECTIVE ACTION PLAN

WHEREAS, the 2013 Annual Municipal Audit for the Township of Hazlet, conducted by Fallon and Larsen, LLP, contained certain recommendations requiring action; and

WHEREAS, these recommendations have been reviewed by the Township's Chief Financial Officer; and

WHEREAS, the Chief Financial Officer, in accordance with the requirements promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendations listed by the auditor;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Hazlet that the Corrective Action Plan for the 2013 Annual Municipal Audit, hereto attached, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that the Municipal Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of Local Government Services.

CERTIFICIATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

CORRECTIVE ACTION PLAN

For the Year Ended December 31, 2013

CORRECTIVE ACTION PLAN

**Township of Hazlet
County of Monmouth
Audit Report Year: December 31, 2013**

Financial Administration

Finding #2013-1

The ending balances of the general ledger were reconciled to the ending balances per the tax collector's subsidiary records however the transactions groups such as refunds and cancellations were not reconciled. The tax collector's office is not always reporting transactions in the period in which they occur. In some cases tested tax refunds were recorded in the tax collector's records in a different year than when the actual refund transaction occurred. Appeals were not always recorded in the year in which they were granted.

Recommendation:

Policies and procedures should be written and adopted which include a complete reconciliation of the finance office records to the tax collector's records.

Explanation and Corrective Action:

The Township will develop and implement policies and procedures to improve communication between the finance department and the tax office to ensure all transaction groups are properly reconciled and transactions are recorded in the proper period in the tax office.

Implementation Date: 2015

Finding #2013-2

Tax appeals are being recorded against tax years in which there is an open balance rather than the year for which the appeal occurred.

Recommendation:

Policies and procedures should be written and adopted which include procedures to record tax appeals against the proper tax year.

Explanation and Corrective Action:

The Township will develop and implement policies and procedures for a review of all tax appeal adjustments to ensure that transactions are recorded against the proper tax year.

Implementation Date: 2015

Finding #2013-3

The balances in the reserve for tax title lien redemptions and reserve for tax lien premiums maintained in the Township's Trust Other Fund are not supported by detailed listings.

Recommendation:

A detailed listing of reserve for tax title lien redemptions and reserve for tax lien premiums be maintained and reconciled to the general ledger.

Explanation and Corrective Action

The finance office, in conjunction with the tax office, will develop and maintain a detailed listing of reserves for tax title lien redemptions and tax lien premiums that will be reconciled to the general ledger on a monthly basis.

Implementation Date: January 2015

Finding #2013-4

One individual is responsible for all aspects of sewer billing and collection. There are limited reconciliation procedures performed between the sewer utility collector's computerized records and the finance records.

Recommendation:

A proper segregation of duties should be established within the sewer utility office and a reconciliation process between the finance department and the sewer utility department should be implemented for billings and collections.

Explanation and Corrective Action:

With only one employee dedicated to sewer billing and collection, proper segregation of duties would necessitate the hiring of additional personnel. The new personnel would be responsible for the billing of accounts with the Director responsible for the collections.

Implementation Date: 2015

Sewer Utility Collector's Office

Finding #2013-5

Billing registers in the sewer utility department are not maintained on file nor are they maintained in the computer system. All records should be maintained on file in accordance with state record retention policy and utilized to support the financial transactions of the Township.

Recommendation:

All financial records in the sewer utility department be maintained in accordance with state record retention policy.

Explanation and Corrective Action:

The sewer Director will ensure that all department records are maintained on file in accordance with state record retention policy.

Implementation Date: January 2015

Finding #2013-6

Interest on delinquent sewer charges is not being properly calculated in accordance with the Township's interest rate ordinance. The current Sewer Utility billing system cannot comply with this requirement.

Recommendation:

The Township investigate the possibility of upgrading the current billing system in the sewer utility department so that interest can be correctly charged in accordance with the Township's ordinance.

Explanation and Corrective Action:

The Township will investigate the possibility of upgrading the current billing system to a system that is fully integrated with the Township's financial records.

Implementation Date: 2015

Footnote Disclosure

Finding #2013-7

The Township did not complete the disclosures for Other Post-Employment Benefits (OPEB) as required by GASB 45.

Recommendation:

The Township complete the required footnote disclosures for Other Post-Employment Benefits (OPEB) as required by GASB 45.

Explanation and Corrective Action:

The Township acknowledges this requirement but will continue to assess the cost of hiring the necessary professionals to compile this information versus the benefit that is actually derived. The Township recognizes that there is a significant and material outstanding liability of Other

Post-Employment Benefit, however, absent a funding mechanism, the Township is resigned to “pay as you go” payment of this liability.

Implementation Date: 2015

Interfunds

Finding #2013-08

Interfunds are reflected on the balance sheets of various funds at year end.

Recommendation:

All Interfunds should be cleared prior to year end.

Explanation and Corrective Action:

To the extent possible, all identifiable Interfunds are cleared prior to year end.

Implementation Date: Ongoing

General Capital Fund

Finding #2013-09

There are five ordinances with cash deficits some of which are in excess of five years old.

Recommendation:

Adequate funding should be in place prior to commitments being placed against an ordinance.

Explanation and Corrective Action:

The Chief Financial Officer continually monitors the cash flow needs of the General Capital Fund. Debt is only issued as needed and whenever necessary projects are funded with cash on hand and funded through annual appropriations of Deferred Charges to Future Taxation – Unfunded, thus keeping interest on bonds and notes to a minimum level.

Implementation Date: Ongoing

Finding #2013-10

There are several ordinances that have been on the books for numerous years that show little or no activity.

Recommendation:

Ordinances that show little or no activity that have been on the books for several years be researched and appropriate action be taken.

Explanation and Corrective Action:

The Chief Financial Officer continually monitors all open bond/capital ordinances and assesses the Township's needs for such funding in the future. When deemed appropriated, improvement authorization balances are canceled.

Implementation Date: Ongoing

Animal Control Trust Fund

Finding #2013-11

The Township did not submit the July 2013 dog license reports and the corresponding payment to the State as of December 31, 2013.

Recommendation:

Controls be established to determine that all dog license reports are filed on a timely basis.

Explanation and Corrective Action:

Controls will be established to ensure that, if required, a dog license report is properly filed with the State each month.

Implementation Date: January 2015

Purchasing

Finding #2013-12

In some cases, tested purchases were not encumbered prior to services being rendered and quotes were not always obtained where required. Purchase orders did not contain the administrator's approval.

Recommendation:

Purchases be encumbered prior to services being rendered, quotes be obtained where required and all purchase orders contain the required administrative approvals.

Explanation and Corrective Action:

The Township of Hazlet has decentralized purchasing. All employees with purchasing authority received purchasing guidelines which explain the need to encumber purchases prior to the service being performed and the quote requirements. This will be communicated again and stressed to all employees with purchasing authority.

Implementation Date: Ongoing

Construction Code

Finding #2013-13

Two of fifteen permit folders selected were not available at the time of audit. In two of fifteen permits tested the fee charged was not in accordance with the Township ordinance.

Recommendation:

Procedures be implemented to ensure all construction permit folders be maintained on file and fees be charged in accordance with ordinances.

Explanation and Corrective Action:

All Township staff will be reminded of the importance of properly filing all documentation and properly calculating all fees in accordance with ordinances.

Implementation Date: Ongoing

Municipal Clerk

Finding #2013-14

Three of five deposits tested were not deposited within forty eight hours as required by statute.

Recommendation:

All receipts be deposited within forty eight hours as required by statute.

Explanation and Corrective Action:

All Township staff will be reminded of the requirement to deposit funds within forty eight hours of receipt.

Implementation Date: Ongoing

Recreation

Finding #2013-15

Three of five applications selected for testing could not be located for audit. One of five receipts was not deposited within forty eight hours.

Recommendation:

Procedures be implemented to ensure all recreation applications are maintained on file and all receipts be deposited within forty eight hours.

Explanation and Corrective Action:

All Township staff will be reminded of the importance of properly filing all documentation and of the requirement to deposit funds within forty eight hours of receipt.

Implementation Date: Ongoing

Municipal Court

Finding #2013-16

Not all deposits were made within forty eight hours as required by statute.

Recommendation:

Procedures be implemented to ensure all deposits are made within forty eight hours as required by statute.

Explanation and Corrective Action:

All Township staff will be reminded of the requirement to deposit funds within forty eight hours of receipt.

Implementation Date: Ongoing

RESOLUTION

AUTHORIZE TRANSFER TO ACCUMULATED ABSENCES TRUST FUND

WHEREAS, Hazlet Township has authorized the creation of an Accumulated Absences Trust Fund; and

WHEREAS, the Division of Local Government Services has approved the creation of the Accumulated Absences Trust Fund; and

WHEREAS, it is necessary to formally approve any transfer of funds into the Accumulated Absences Trust Fund,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hazlet, County of Monmouth, State of New Jersey, that the Chief Financial Officer is hereby authorized to transfer \$10,000.00 from the 2014 Appropriation Reserve account, Accumulated Leave Compensation, to the Accumulated Absences Trust Fund.

CERTIFICATION

I, EVELYN A. GRANDI Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee as its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

AUTHORIZE TRANSFER TO SNOW REMOVAL TRUST FUND

WHEREAS, Hazlet Township has authorized the creation of a Snow Removal Trust Fund; and

WHEREAS, the Division of Local Government Services has approved the creation of the Snow Removal Trust Fund; and

WHEREAS, it is necessary to formally approve any transfer of funds into the Snow Removal Trust Fund,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Hazlet, County of Monmouth, State of New Jersey, that the Chief Financial Officer is hereby authorized to transfer \$10,000.00 from the 2014 Appropriation Reserve account, Snow Removal – Other Expenses, to the Snow Removal Trust Fund.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee as its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Dr. Antonios Tsompanidis be and he is hereby appointed Township Physician, said term commencing January 1, 2015 and expiring December 31, 2015.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Dr. Staci Addressi be and she is hereby appointed Township Chiropractor, said term commencing January 1, 2015 and expiring December 31, 2015.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that the Mayor be and is hereby authorized to execute Change Order #2 for Jads Construction Company for the 2014 Road Program in the amount of \$49,570.00 increasing the total contract amount from \$1,723,930.00 to \$1,805,698.00.

CERTIFICATION

I, EVEYLN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and;

WHEREAS, the Annual Report of Audit for the year 2013 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body, and;

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and;

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

Auditors' Opinions

and;

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

Auditors' Opinions

as evidenced by the group affidavit form of the governing body, and;

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five (45) days after receipt of the annual audit, as per the regulations of the Local Finance Board, and;

WHEREAS, all members of the governing body have received and have familiarized themselves with at least the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and;

WHEREAS, failure to comply with the promulgation's of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

“R.S. 52:27BB-52- “A local officer or member of a local Governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Hazlet, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

STATE OF NEW JERSEY)
TOWNSHIP OF HAZLET)
COUNTY OF MONMOUTH)

We, members of the governing body of the Township of Hazlet, County of Monmouth, of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the governing body of the Township of Hazlet.
2. In the performance of our duties, and pursuant to the Local Finance Board Regulations, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2013.
3. We certify that we have personally reviewed and are familiar with, at a minimum, the sections of the Annual Report of Audit entitled:

**GENERAL COMMENTS,
RECOMMENDATIONS AND
AUDITORS' OPINIONS**

Scott Aagre _____ (L.S.) _____

James DiNardo _____ (L.S.) _____

Susan Kiley _____ (L.S.) _____

Barbara Ronchetti _____ (L.S.) _____

Michael Sachs _____ (L.S.) _____

Sworn to and subscribed before me this

_____ day of _____, 2015

Notary Public of New Jersey

The Municipal Clerk shall set forth the reason for the absence of signature of any member(s) of the governing body.

This certificate must be sent to the Division of Local Government Services,
P.O. Box 803, Trenton, NJ 08625.

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Realty Appraisal Company be and they are hereby authorized to prepare appraisals of value for Commercial, Industrial and Apartments for 2015 in an amount not to exceed \$15,000.00; and

BE IT FURTHER RESOLVED that the retention herein authorized is made without public bidding pursuant to the Local Public Contracts Law of the State of New Jersey for the reason that the services to be provided are of a professional and specialized nature which are not required to be bid; and

BE IT FURTHER RESOLVED that the Clerk be and she is hereby directed to publish due notice of the appointment in the official newspaper in compliance with the Public Contracts Law.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, the Tax Assessor has advised that the services of an independent appraiser are necessary to prosecute and defend tax appeals for 2015; and

WHEREAS, the Tax Assessor has recommended the retention of Pamela Brodowski of BRB Valuation & Consulting Services for necessary appraisals for the appeal period concerned and testifying when and if necessary, during the hearings before the Tax Court of New Jersey;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Hazlet that Pamela Brodowski be and is hereby retained for the purpose of providing appraisals and expert testimony with regard to tax appeals; remuneration to be at the rate per hour as executed and approved by the Tax Assessor, not to exceed \$25,000.00. If additional compensation is necessitated, any and all additional monies must be pre-authorized, in writing, by the Municipal Administrator; and

BE IT FURTHER RESOLVED that the retention herein authorized are made without public bidding pursuant to the Local Public contracts Law of the State of New Jersey for the reason that the services to be provided are of a professional and specialized nature which are not required to be bid; and

BE IT FURTHER RESOLVED that the Clerk be and she is hereby directed to publish due notice of the appointments in the official newspaper in compliance with the Public Contracts Law; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be furnished to the following:

Gail Scaglione, Hazlet Township Tax Assessor
Pamela Brodowski, BRB Valuation & Consulting Services
James Gorman, Township Attorney

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

WHEREAS, the Township of Hazlet has provided a counseling service to primarily assist in achieving and maintaining the highest level of job performance for employees and members of their immediate families; and

WHEREAS, it is desirous of the Township Committee to provide this service to their full time employees.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that Michael Kahn, a Certified Employee Assistance Professional, be and he is hereby appointed; said appointment commencing January 1, 2015 and ending December 31, 2015; and

BE IT FURTHER RESOLVED that the foregoing appointment be made without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Laws (N.J.S.A. 40A:11-1 et seq.) because said person is authorized by law to practice his profession, which profession is regulated by law.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

**RESOLUTION AUTHORIZING THE SETTLEMENT OF THE TAX APPEAL
REGARDING LOT 1 IN BLOCK 166 AS SET FORTH ON THE OFFICIAL TAX MAPS
OF THE TOWNSHIP OF HAZLET FOR PROPERTY OWNED BY SCUDIERY
ENTERPRISES KNOWN AS AIRPORT PLAZA.**

WHEREAS, Scudiery Enterprises, the owner of property located at 1302-1398 Highway 36, designated as Lot 1 in Block 166 on the official tax maps of the Township of Hazlet and commonly known as Airport Plaza, has taken appeals to the Tax Court of the State of New Jersey from the assessed value of said property for tax years 2011 through 2014; and,

WHEREAS, the property owner has agreed to withdraw its appeals filed for tax years 2011 and 2012 wherein the property was assessed for a total amount of \$17,000,000; and,

WHEREAS, the parties have agreed to a reduction in the property's assessment for tax year 2013 from a total of \$15,873,200 to a total of \$13,873,200, and for tax year 2014 from a total of \$15,873,200 to a total of \$12,873,200; and,

WHEREAS, the Township Tax Assessor has agreed to place an assessment on the property for tax year 2015 in the total amount of \$9,495,900; and,

WHEREAS, the property owner has further agreed to waive statutory pre-judgment interest on the tax refund; and,

WHEREAS, the settlement results in a total tax refund of \$139,560 for tax years 2013 and 2014 which shall be applied as a credit to future taxes owed on the property beginning with the first quarterly tax payment that is due after the entry of judgment; and,

WHEREAS, the Township Committee of the Township of Hazlet has determined that it is in the best interests of the Township to adjust the assessment on the aforesaid property for the 2013 and 2014 tax years in accordance with the settlement.

NOW, THEREFORE, be it resolved by the Township Committee of the Township of Hazlet in the County of Monmouth and State of New Jersey, as follows:

1. The tax assessment on the property located at 1302-1398 Highway 36 and designated as Lot 1 in Block 166 on the official tax maps of the Township of Hazlet shall be reduced from a total of \$15,873,200 to a total of \$13,873,200 for tax year 2013, and from a total of \$15,873,200 to a total of \$12,873,200 for tax year 2014.

2. The Township Tax Assessor shall place an assessment on the property for tax year 2015 in the total amount of \$9,495,900.

3. The Township Tax Collector is hereby authorized to apply the tax refund attributable to the reduction in the assessment for the 2013 and 2014 tax years as a credit against future taxes owed on the property beginning with the first quarterly tax payment that is due after receipt of the Tax Court Judgment.

3. This resolution shall take effect immediately or as otherwise provided by law.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

Township of Hazlet
County of Monmouth

Resolution Amending the section entitled "Paid and Unpaid Time Off," contained in Chapter Three of the Employee Handbook concerning holidays falling on Fridays or Saturdays

WHEREAS, Township employees assigned to the municipal building work a four-day work-week with extended hours each day in order to compensate for being closed on Friday; and

WHEREAS, when a holiday falls on a Friday or Saturday, the practice is for employees to work a reduced schedule Monday through Thursday; and

WHEREAS, the employee handbook currently provides that such holidays for those employees will be observed on Thursdays; and

WHEREAS, the Township wishes to amend its employee handbook to comport with its current practices.

NOW, THEREFOR, BE IT RESOLVED by the Township Committee of the Township of Hazlet that the section entitled "Paid and Unpaid Time Off," contained on page 22 in Chapter Three of the Employee Handbook concerning holidays falling on Fridays or Saturdays shall be amended to provide:

Generally, a holiday falling on Saturday will be observed on Friday for employees, and a holiday falling on a Sunday will be observed on the following Monday. For Municipal Building employees, holidays falling on Fridays or Saturdays will be observed by working a reduced schedule Monday through Thursday.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that the Engineer be and is hereby authorized to execute Progress Payment Estimate No. 5 from Jads Construction Company, Inc. for the 2014 Road Improvement Program in the amount of \$245,417.93.

CERTIFICATION

I, EVEYLN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a Resolution duly passed and adopted by the Township Committee at its meeting held on the 20th day of January, 2015.

Evelyn A. Grandi
Municipal Clerk

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 214
OF THE HAZLET CODE ENTITLED "FIRE PREVENTION"

WHEREAS, the Township Committee desires to amend the Code as it regulates Fire Prevention in the Township of Hazlet.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of Hazlet, County of Monmouth, State of Jersey, as follows:

Section 1. The Township Committee hereby amends and adopts amendments to Chapter 214 of the Hazlet Township Code as follows:

Chapter 214-8

I. Registration Fees.

Registration fees for all additional uses shall be as follows:

Type M uses - \$125.00 per year

Type N uses - \$150.00 per year

Type O uses - \$200.00 per year

Type P uses - \$250.00 per year

Type Q uses - \$575.00 per year

J. Permit fees are listed below:

Type 1 - \$60.00

Type 2 - \$166.00

Type 3 - 331.00

Type 4 - \$497.00

Chapter 214-38 - Application

Application should be made to the Bureau for the issuance of the certificate with the appropriate fee listed below:

\$50.00 – includes one re-inspection.

\$25.00 – each additional re-inspection fee.

Section 2. All other ordinances or part of ordinances inconsistent herewith are hereby repealed.