

December 15, 2015

AGENDA

**Regular Meeting** of the Hazlet Township Committee held at 8:08 p.m.

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

ROLL CALL

PRESENT

ABSENT

Committeeman DiNardo

\_\_\_\_\_

\_\_\_\_\_

Committeewoman Kiley

\_\_\_\_\_

\_\_\_\_\_

Committeewoman Ronchetti

\_\_\_\_\_

\_\_\_\_\_

Deputy Mayor Aagre

\_\_\_\_\_

\_\_\_\_\_

Mayor Sachs

\_\_\_\_\_

\_\_\_\_\_

**Proclamation – Raritan High School Football Team**

Accepted by: \_\_\_\_\_

Approval of Minutes – Workshop Meeting – November 2, 2015 and November 16, 2015.  
Regular Meeting – November 2, 2015 and November 16, 2015.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_  
(abstain 11/2/15 & 11/16/15)

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_  
(abstain 11/16/15)

Mayor Sachs \_\_\_\_\_  
(abstain 11/2/15)

Approval of Executive Session Minutes – December 1, 2015

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_  
(abstain)

Mayor Sachs \_\_\_\_\_

Ordinance Hearings:

1. AN ORDINANCE OF THE TOWNSHIP OF HAZLET, COUNTY OF MONMOUTH, AND STATE OF NEW JERSEY, AMENDING SECTIONS 305-20, 305-21 AND 305-22

Introduced: December 1, 2015

Published in The Asbury Park Press, issue of December 4, 2015. Proof on file.

Posted in Town Hall – December 2, 2015.

Hearing is scheduled for December 15, 2015.

**Hearing:**

**Motion to close hearing:**

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Voice vote: \_\_\_\_\_

Action of Committee: Adopt ( ) Reject ( ) Other ( )

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

**Resolutions, Motions and Appointments:**

Resolutions #297 through #298 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.

297. Amending Resolution #294 – Municipal Lien on Properties.

298. Authorizing payment to Hehl & Hehl, PC for the Ronko Developers Project.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

299. Acceptance of the 2014 Audit Report.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

300. Authorizing the Engineer to execute the Final Payment Estimate for Jads Construction Company Inc. for the 2014 Road Improvement Program.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

301. Salary increase for Rhonda Schultz.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

302. Transfer of funds.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

303. Acceptance of the 2014 Corrective Action Plan.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

304. Person to Person liquor license transfer from Bar H d/b/a/ Untouchables to Delilah's of Hazlet LLC.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

305. Authorizing Progress Payment Number 1 for the Improvements to Laurel Avenue – Phase II.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

**Payment of Bills:**

Advance bill lists have been supplied to each Committee Member.

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Roll Call: Committeeman DiNardo \_\_\_\_\_ Committeewoman Kiley \_\_\_\_\_

Committeewoman Ronchetti \_\_\_\_\_ Deputy Mayor Aagre \_\_\_\_\_

Mayor Sachs \_\_\_\_\_

**Citizens Hearing:**

**Motion to close hearing:**

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Voice vote: \_\_\_\_\_

**Motion to adjourn:**

Offered \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Voice vote: \_\_\_\_\_

Time:

Office of the Mayor  
**Proclamation**

WHEREAS, the Raritan High School Football team was led by Head Coach Anthony Petruzzi, Assistant Coaches John Principe, Jeff Struble, Matthew Dempsey, Christopher Damian, Jerome Dean, Michael Nunes, John Gazerwitz, David Ernst, Nicholas Sparacello, George Gibson and Michael Thaner, and team Captains Derek Ernst, Andrew Gansas, Michael Gillen and Mason Sheehan; and

WHEREAS, team members consider themselves to be more than just a team, and refer to themselves as brothers; and

WHEREAS, during a great season, the team outscored and won against such rivals as Manasquan, Matawan, Freehold Borough and Holmdel Schools; and

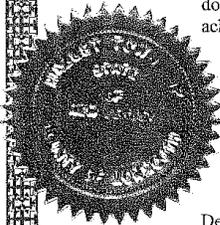
WHEREAS they went into the State Championships with a three win and five loss record, and won two games to advance to the championship game; and

WHEREAS, the Raritan High School Football Team prevailed with great effort to defeat Lincoln High School with a final score of 28 to 26, giving the team a seven and five season; and

WHEREAS, we recognize not only the Athletic Director, the coaches, the team captains, and the entire team for their outstanding performance, it is fitting to also recognize the community as a whole for supporting our local high school's sports program.

NOW, THEREFORE, I, Michael Sachs, Mayor of the Township of Hazlet, along with the Hazlet Township Committee, do hereby recognize the Raritan High School Football Team for achieving this victory of State Champions.

\_\_\_\_\_  
Michael Sachs  
Mayor



December 15, 2015

**AN ORDINANCE OF THE TOWNSHIP OF HAZLET,  
COUNTY OF MONMOUTH, AND STATE OF NEW  
JERSEY, AMENDING SECTIONS 305-20, 305-21, and 305-22**

**WHEREAS**, municipalities are empowered to make, amend, repeal and enforce ordinances pursuant to N.J.S.A. 40:48-1, et. seq.; and

**WHEREAS**, it is the desire of Hazlet Township to rescind the following Ordinances:

Ordinance No. 1551-14 adopted on September 16, 2014

Ordinance No. 1552-14 adopted on September 16, 2014

Ordinance No. 1553-14 adopted on September 16, 2014

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Hazlet, County of Monmouth, State of New Jersey, that the above Ordinances and all other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

This Ordinance shall become effective after second reading and publication as required by law.

RESOLUTION

WHEREAS on December 1, 2015 Resolution #294 (Liens on Various Properties) was adopted; and

WHEREAS the amount for one of the properties was incorrect; and

WHEREAS it is the desire of the Township Committee to amend same.

WHEREAS, the grass and weeds are overgrown on various properties in Hazlet Township; and

WHEREAS, the said grass and weeds have created a hazardous condition to the health and welfare of the area residents; and

WHEREAS, the Township of Hazlet has undertaken the necessary clean-up to preserve the health and welfare of the area residents and correct this dangerous condition; and

WHEREAS, Chapter 213, Section 213.5 of the Code of the Township of Hazlet, permits the Municipality to assess all costs related thereto.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township that the cost for clean up plus an administrative fee, be assessed as a municipal lien against the properties listed below and shall be collected in the same manner, bearing interest at the same rate as taxes:

55-57 10<sup>th</sup> Street, Block 23, Lot 7 - \$300.00

BE IT FURTHER RESOLVED that the cost assessed shall be in addition to any penalties imposed for violations to this Chapter.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the above foregoing is a true copy of a Resolution that was duly passed and adopted by the Township Committee at its meeting held on the 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Evelyn A. Grandi  
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that the firm of Hehl & Hehl, PC be paid in an amount not to exceed \$1,340.50 for the Ronko Developers Project; and

BE IT FURTHER RESOLVED that a copy of this Resolution be given to Hehl & Hehl, PC and the Finance Department.

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the above foregoing is a true copy of a Resolution that was duly passed and adopted by the Township Committee at its meeting held on the 15<sup>th</sup> day of December, 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 2014 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

Schedule of Findings and 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

Schedule of Findings and 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 15<sup>th</sup> day of December, 2015.

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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 2014.
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 the Engineer be and is hereby authorized to execute the Final Payment Estimate from Jads Construction Company, Inc. for the 2014 Road Improvement Program in the amount of \$59,748.00.

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 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Evelyn A. Grandi  
Municipal Clerk

RESOLUTION

BE IT RESOLVED by the Township Committee of Hazlet Township that Rhonda Schultz receive a salary increase of \$5,000.00; and

BE IT FURTHER RESOLVED that it be paid retroactive to and including January 1, 2015; and

BE IT FURTHER RESOLVED that a copy of this Resolution be given to the Finance Department.

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 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Evelyn A. Grandi  
Municipal Clerk

RESOLUTION

AUTHORIZING TRANSFERS BETWEEN BUDGET APPROPRIATIONS –  
N.J.S. 40A:4-58

WHEREAS, transfers are permitted between budget appropriations during the last two months of the fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Hazlet Township, in the County of Monmouth, New Jersey, that transfers between 2015 Budget Appropriations be made as follows:

CURRENT FUND

	<u>FROM</u>	<u>TO</u>
Insurance –		
Health Benefit Waiver	\$4,000.00	
Streets and Roads Maintenance -		
Other Expenses	40,000.00	
Recycling –		
Other Expenses		20,000.00
Public Buildings and Grounds –		
Other Expenses		20,000.00
Water and Sewerage		4,000.00
Total	\$44,000.00	\$44,000.00

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 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Evelyn A. Grandi  
Municipal Clerk

RESOLUTION

ADOPTION OF CORRECTIVE ACTION PLAN

WHEREAS, the 2014 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 2014 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 15<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Evelyn A. Grandi  
Municipal Clerk

**CORRECTIVE ACTION PLAN**

**For the Year Ended December 31, 2014**

## CORRECTIVE ACTION PLAN

**Township of Hazlet  
County of Monmouth  
Audit Report Year: December 31, 2014**

### **Financial Administration**

#### **Finding #2014-1**

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 recording refunds that have occurred.

#### **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. As of July 1, 2015 the Chief Financial Officer is now also the Tax Collector. As such, the communication issues have been eliminated.

**Implementation Date: July 2015**

#### **Finding #2014-2**

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: 2016**

### **Finding #2014-3**

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:**

A reorganization of the Tax and Sewer Departments is in progress that will result in better segregation of duties.

**Implementation Date: January 2016**

## **Sewer Utility Collector's Office**

### **Finding #2014-4**

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 is in the process of implementing a new utility billing system that will be able to correctly calculate interest.

**Implementation Date: January 2016**

## **Footnote Disclosure**

### **Finding #2014-5**

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: 2016**

**Interfunds**

**Finding #2014-06**

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 #2014-07**

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 possible, 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 #2014-8**

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 appropriate, improvement authorization balances are canceled.

**Implementation Date: Ongoing**

**Purchasing**

**Finding #2014-9**

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**

**Municipal Clerk**

**Finding #2014-10**

Two 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 #2014-11**

Four of five applications selected for testing could not be located for audit. Two of five receipts were 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 #2014-12**

Two of five police bail receipts tested were not deposited 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

WHEREAS, an application has been filed for a Person to Person Transfer of Plenary Retail Consumption License Number 1339-33-002-006 heretofore issued to Bar H Inc. d/b/a/ Untouchables for premises located at 417 South Laurel Avenue, Hazlet, New Jersey; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid and the license has been properly renewed for the current license term; and

WHEREAS, the applicant is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the licensed business.

NOW, THEREFORE, BE IT RESOLVED that the Hazlet Township Committee does hereby approve, effective December 15, 2015 the transfer of the aforesaid Plenary Retail Consumption License to Delilah's of Hazlet, LLC and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to Delilah's of Hazlet LLC, effective December 15, 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 15<sup>th</sup> day of December, 2015.

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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. 1 from Black Rock Enterprises for Improvements to Laurel Avenue – Phase II in the amount of \$177,676.61.

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 15<sup>th</sup> day of December, 2015.

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Evelyn A. Grandi  
Municipal Clerk