

**READINGTON TOWNSHIP COMMITTEE**  
**REORGANIZATION MEETING**  
**JANUARY 3, 2022**

Kevin Van Hise, Esq., *called the meeting to order at 6:00 p.m.* announcing that all laws governing the Open Public Meetings Act have been met and that this meeting has been duly advertised.

**PRESENT:** Mr. John Albanese, Ms. Betty Ann Fort, Mr. Jonathan Heller, Mr. Juergen Huelsebusch and Mr. Adam Mueller

**ABSENT:** None

**ALSO PRESENT:** Attorney Kevin Van Hise, Administrator Richard Sheola, Municipal Clerk Karin Parker

Kevin Van Hise, Esq. led those present in the *Salute to the Flag*.

*Swearing in of Juergen Huelsebusch* as a member of the Township Committee for a three (3) year term.

Municipal Clerk Parker swore in Juergen Huelsebusch as a member of the Township Committee for a three (3) year term.

*Swearing in of Adam Mueller* as a member of the Township Committee for a three (3) year term.

Municipal Clerk Parker swore in Adam Mueller as a member of the Township Committee for a three (3) year term.

Attorney Van Hise asked for nominations for Mayor for the year 2022.

A **MOTION** was made by Mr. Heller to nominate *Juergen Huselsebusch* for the position of Mayor for 2022, seconded by Mr. Mueller and on Roll Call vote the following was recorded:

Mr. Albanese	- Aye
Mrs. Fort	- Aye
Mr. Heller	- Aye
Mr. Mueller	- Aye
Mayor Huelsebusch	- Aye

Municipal Clerk Parker swore in Juergen Huelsebusch as Mayor for the year 2022.

*Former Mayor John Albanese thanked his fellow Township Committee members, Emergency Services, volunteers and the Municipal staff for their all their hard work and dedication to the community. Mr. Albanese spoke to the challenges of the COVID pandemic restrictions and impact on local businesses. In summary, Mr. Albanese reflected the successes of the past year including, returning to in person meetings, a final end to the Solberg Aviation litigation, preservation of 95 acres of land, repaving of the roads, funding improvements to the parks and razing of the dilapidated diner along Route 22.*

**2022 MAYOR'S COMMENTS:**

Mayor Huelsebusch thanked his fellow Township Committee members for their service and thanked former Township Committee member Ben Smith for his dedication to the community over the years.

Mayor Huelsebusch read the following speech:

*Our residents, township officials, departments and staff, professionals as well as volunteers, have much to be proud of now and for the future.*

*As your Mayor in 2022, I serve as one of five Township Committee members. Collectively, we will work on the challenges that face our Township. Together with our township departments and committees we have the skills, experience, relationships and will to prevail, whether we are confronted with ongoing medical challenges, economic events or storms affecting our township and residents.*

*Readington is a special place with strong traditions. My chief goal is to preserve our quality of life and work to ensure that it continues to improve for our children and families.*

*We plan to encourage and promote our local businesses. We fully support community participation in local government. Our focus remains on reducing our long-term debt each year. We will continue to use our annual budget to purchase items whenever possible.*

*As the Chair of our Open Space Advisory Board, I have focused on protection of our environment and can report we have successfully preserved over 325 acres of land in the past four years, with full reimbursement from both the County and State Green Acres program. I plan to work with our partners at the County and State and non-profits such as the Hunterdon Land Trust and Raritan Headwaters to continue such efforts.*

*To protect the environment, my intent is to preserve our natural habitat, our forests, our meadows, our streams. The goal is to protect 500 – 750 additional acres in the next five years, assuming funding continues to be available.*

*To protect our farmland, my goal is to continue to preserve farms when presented with the opportunity by local families or landowners.*

*To protect our streams and watersheds, my goal is to attain DEP category 1 status, a higher water quality standard for our streams and watersheds.*

*In the past four years we have continued to expand our trail system, adding new trailheads and trails and providing our residents with more recreational opportunities. In 2022 there will be park upgrades and an effort to plant trees and manage meadows in a sustainable manner. We are in the first year of a partnership with RVCC to jointly design an ongoing stewardship program.*

*These goals will require cooperation with County, State and non-profit organizations. I am highlighting these goals first as we face not only medical pressures, but development pressures and unwanted State mandates. I am sure many of you have observed the sprawl and build-out in neighboring townships. We need to continue the smart development that has made Readington a more desirable place to raise a family.*

*Another goal is to protect our residents on the roads. We have worked to improve the road repair process, so we have a more comprehensive and long-term approach to our efforts. In the past two years we have worked to stop several unwanted road projects, the replacement of a historic bridge on Mill Road and a roundabout at the intersection of CR523 and Pleasant Run Road. We expect further traffic safety improvements on both CR523 and State Highway 22 in the coming years.*

*To summarize, we plan to support local businesses, improve traffic safety, and manage our development and preserve our semi-rural environment and quality of life.*

*In 2022, our Sustainable Jersey Silver award, received in 2018, needs to be renewed. This is an opportunity that many of our township departments and committees can and will contribute to reaffirming. Silver is the highest-level award and only attained by 50 towns in NJ.*

**Mayor’s Speech Continued:**

*We will work diligently to accomplish these goals and I encourage our residents to volunteer and actively contribute their skills and time. Please contact me and my fellow committee members to learn more about how to participate. Last, I will close by giving thanks to our police, fire, emergency teams for their efforts, and their dedication in face of the medical challenges we have faced since early 2020.*

**REORGANIZATION:**

1. **2022 Appointments**

The following resolution was offered for consideration:

**#R-2022-01**

**TOWNSHIP OF READINGTON  
 RESOLUTION**

**BE IT RESOLVED**, that the following appointments are made for the year 2022:

**2022 APPOINTMENTS**

<b><u>POSITION</u></b>	<b><u>APPOINTMENT</u></b>	<b><u>TERM/YEARS</u></b>
DEPUTY MAYOR.....	JONATHAN HELLER.....	ONE YEAR
TOWNSHIP ATTORNEY.....	SHARON A. DRAGAN.....	ONE YEAR
TOWNSHIP LABOR ATTORNEY.....	DAVID STRAND (FISHER PHILIPS) .....	ONE YEAR
TOWNSHIP ENGINEER.....	ROBERT CLERICO .....	ONE YEAR
TOWNSHIP AUDITOR.....	LERCH, VINCI & HIGGINS, LLP.....	ONE YEAR
TOWNSHIP PROSECUTOR.....	STEPHEN DAVIS.....	ONE YEAR
ALTERNATE TWP PROSECUTOR.....	BRIAN DAVIS.....	ONE YEAR
ALTERNATE TWP PROSECUTOR.....	CHRISTOPHER BATEMAN.....	ONE YEAR
ALTERNATE TWP PROSECUTOR.....	ROB BALLARD III .....	ONE YEAR
PUBLIC DEFENDER .....	SCOTT MITZNER .....	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	ANTHONY ROTUNNO .....	ONE YEAR
ALTERNATE PUBLIC DEFENDER.....	JENNIFER TOTH .....	ONE YEAR
DEPUTY TOWNSHIP CLERK.....	ANN MARIE LEHBERGER .....	ONE YEAR
ASSESSMENT SEARCH OFFICER.....	RICHARD SHEOLA.....	ONE YEAR
PUBLIC AGENCY COMPLIANCE OFFICER.. .....	RICHARD SHEOLA.....	ONE YEAR
HOUSING MUNICIPAL LIAISON & .....	CHRISTINE DEY.....	ONE YEAR
ADMINISTRATIVE AGENT		
BOARD OF ADJUSTMENT.....	MEREDITH GOODWIN.....	THREE YEARS
	KAREN MITTLEMAN.....	THREE YEARS
	EMANUEL BOLA .....	THREE YEARS
	CHRIS ROGLIERI (2 <sup>ND</sup> ALT).....	TWO YEARS

***Resolution #R-2022-01 cont'd:***

<b><u>POSITION</u></b>	<b><u>APPOINTMENT</u></b>	<b><u>TERM/YEARS</u></b>	
BOARD OF HEALTH:.....	KAREN MITTLEMAN.....	THREE YEARS	
	DAVID OLSEN .....	THREE YEARS	
DOG LICENSING OFFICIAL.....	MEG SLUTTER .....	ONE YEAR	
DOG WARDEN .....	ANIMAL CONTROL SOLUTIONS.....	ONE YEAR	
ENVIRONMENTAL COMMISSION CHAIR .....	NEIL HENDRICKSON .....	ONE YEAR	
ENVIRONMENTAL COMMISSION .....	JONATHAN HELLER .....	THREE YEARS	
	LORI LANE .....	THREE YEARS	
	MARIO ORLANDI (2 <sup>ND</sup> ALT) .....	TWO YEARS	
WATERWATCH ADVISORY BOARD.....	DAVID OWEN .....	THREE YEARS	
	AGOSTINO PIETRANGELO.....	THREE YEARS	
	JONATHAN HELLER (1 <sup>ST</sup> ALT) .....	TWO YEARS	
	SUSAN MASINDA (2 <sup>ND</sup> ALT).....	ONE YEAR	
FLOOD VERIFICATION OFFICIAL .....	LAURA WHITAKER.....	ONE YEAR	
HISTORIC PRESERVATION.....	JAMES CARDEN (CLASS C).....	FOUR YEARS	
	DANA MAURER (2 <sup>ND</sup> ALT) .....	TWO YEARS	
LIBRARY ADVISOR.....	RONALD P. MONACO.....	ONE YEAR	
FUND COMMISSIONER.....	RICHARD SHEOLA.....	ONE YEAR	
	KARIN PARKER (ALTERNATE).....	ONE YEAR	
PERS/PFRS CERTIFYING OFFICER .....	DARLENE MITCHELL.....	ONE YEAR	
PLANNING BOARD.....	JOHN ALBANESE .....	(CLASS I)..... ONE YEAR	
	TANYA ROHRBACH .....	(CLASS IV).....ONE YEAR	
	ADAM MUELLER.....	(CLASS III)..... ONE YEAR	
	JACQUELINE HINDLE .....	(CLASS IV). TWO YEARS	
	CRAIG VILLA.....	(1 <sup>ST</sup> ALT)..... TWO YEARS	
	NEIL HENDRICKSON .....	(2 <sup>ND</sup> ALT).....ONE YEAR	
TOWNSHIP PHYSICIAN.....	THE DOCTOR IS IN.....	ONE YEAR	
ALTERNATE TWP. PHYSICIAN .....	THE DOCTOR IS IN.....	ONE YEAR	
POLICE OFFICER (SPECIAL).....	JESSICA GUTSICK .....	(CLASS II) ... ONE YEAR	
	JOHN HARRIS.....	(CLASS II)... ONE YEAR	
	BRIAN GILMURRAY.....	(CLASS III).... ONE YEAR	
	ANTHONY ADAMS.....	(CLASS I).... ONE YEAR	
PROPERTY CERTIFICATION OFFICIAL.....	CHRISTINA SCHWARTZ .....	ONE YEAR	
RECREATION COMMITTEE: .....	SHARON BOBNAR-BECKER .....	ONE YEAR	
	BILL QUINN.....	ONE YEAR	
	KEN GROEL .....	(1 <sup>ST</sup> ALTERNATE) .....	ONE YEAR
	MARK TOMAN.....	ONE YEAR	
	MELISSA ADAMS.....	ONE YEAR	
	JOHN HUNT... ..	(2 <sup>ND</sup> ALTERNATE).....	ONE YEAR
ALLISON QUINTARD .....	ONE YEAR		

**Resolution #R-2022-01 cont'd:**

<u>POSITION</u>	<u>APPOINTMENT</u>	<u>TERM/YEARS</u>
MUNICIPAL RECYCLING COORDINATOR .....	SCOTT JESSEMAN.....	ONE YEAR
SOLID WASTER ADVISORY COUNCIL.....	ROBERT BECKER.....	ONE YEAR
SEWER ADVISORY COMMITTEE .....	CRAIG VILLA .....	ONE YEAR
	RONALD P. MONACO.....	ONE YEAR
	DAVID OLSEN.....	ONE YEAR
STREET NAMING COMMITTEE .....	STEPHANIE B. STEVENS.....	ONE YEAR
	PATRICIA FISHER-OLSEN.....	ONE YEAR
TAX SEARCH OFFICER.....	KRISTINE BOXWELL.....	ONE YEAR
ACTING TAX SEARCH OFFICER..... (Effective January 10, 2022)	MIKE BALOGH.....	ONE YEAR
AGRICULTURAL LAND ADVISORY COMM. ....	JULIA C. ALLEN ... ..	THREE YEARS
	RYAN DUNN .....	THREE YEARS
MUSEUM COMMITTEE.....	SHELIA PACIULLO.....	THREE YEARS
	NANCY O'MALLEY .....	THREE YEARS
OPEN SPACE ADVISORY BOARD.....	NEIL HENDRICKSON.....	THREE YEARS
	JAY KELLY .....	THREE YEARS
	EMANUEL BOLA.....	THREE YEARS
	ANNE OWEN .....	THREE YEARS
	SANDRA MADON (1 <sup>ST</sup> ALT).....	TWO YEARS
OPEN SPACE ADVISORY CHAIR (INTERIM)...	JUERGEN HUELSEBUSCH.....	ONE YEAR
OPEN SPACE ADVISORY VICE-CHAIR.....	JULIA C. ALLEN.....	ONE YEAR
CHIEF OF CHIEFS.....	JOHN DANIELLO.....	ONE YEAR

**EMERGENCY MANAGEMENT**

COORDINATOR.....	FRANK VENEZIALE.....	THREE YEARS
DEPUTY COORDINATOR.....	JOHN INSABELLA (OIC).....	ONE YEAR
DEPUTY COORDINATOR.....	BJ APGAR.....	ONE YEAR
VOLUNTEER DEPUTY.....	DANIEL CAMPBELL.....	ONE YEAR
CERT COORDINATOR.....	PAUL GRASSIE .....	ONE YEAR
SECRETARY .....	IRENE NOVAK.....	ONE YEAR
MAYOR.....	JUERGEN HUELSEBUSCH.....	ONE YEAR
TWP. ADMINISTRATOR .....	RICHARD SHEOLA.....	ONE YEAR
CONSTRUCTION OFFICIAL .....	ANGELA DEVOE .....	ONE YEAR
BOARD OF HEALTH MEMBER.....	ROBERT COLBURN.....	ONE YEAR
TOWNSHIP SOCIAL SERVICES .....	CHRISTINE DEY .....	ONE YEAR
TOWNSHIP PLANNING BOARD .....	ADAM MUELLER .....	ONE YEAR
FIRE CHIEF.....	JOHN DANIELLO .....	ONE YEAR
WHITEHOUSE STATION FIRST AID	WHITEHOUSE STATION FIRST AID.....	ONE YEAR
DIRECTOR OF PUBLIC WORKS .....	SCOTT JESSEMAN.....	ONE YEAR
TOWNSHIP ATTORNEY .....	SHARON A. DRAGAN .....	ONE YEAR
TOWNSHIP ENGINEER... ..	ROBERT CLERICO.....	ONE YEAR
READINGTON TOWNSHIP SCHOOLS ....	DON RACE .....	ONE YEAR
READINGTON TOWNSHIP SCHOOLS ....	JONATHAN HART .....	ONE YEAR
BUILDINGS & GROUNDS .....	SCOTT JESSEMAN.....	ONE YEAR

A **MOTION** was made by Mr. Heller to adopt this resolution, seconded by Mr. Albanese and on Roll Call vote the following was recorded:

Mr. Albanese -Aye  
Mrs. Fort - Aye  
Mr. Heller - Aye  
Mr. Mueller - Aye  
Mayor Huelsebusch - Aye

2. **2022 Committee Appointments Resolution by the Mayor**

The following resolution for consideration:

**#R-2022-02**

**TOWNSHIP OF READINGTON  
RESOLUTION**

**BE IT RESOLVED**, by the Mayor of Readington Township, that the following Committee assignments be made for the year 2022:

**John Albanese:**

Planning Board / Affordable Housing  
Recreation  
Social Services

**Betty Ann Fort:**

Historic Preservation / Museums  
Zoning  
Emergency Services / Fire Official  
Library Services

**Jonathan Heller:**

Finance  
Board of Health  
Sewer Advisory  
Environmental Commission

**Juergen Huelsebusch:**

Police Department / Traffic Safety  
Agricultural Advisory Committee  
Farmland / Open Space Advisory Board

**Adam Mueller:**

Construction & Code Enforcement  
Engineering / Roads / Buildings & Grounds / Recycling  
Municipal Court

**Entire Township Committee**

Township Clerk  
Township Administrator

A **MOTION** was made by Mr. Heller to adopt this resolution, seconded by Mr. Albanese and on Roll Call vote the following was recorded:

Mr. Albanese -Aye  
Mrs. Fort - Aye  
Mr. Heller - Aye  
Mr. Mueller - Aye  
Mayor Huelsebusch - Aye

**CONSENT AGENDA:**

Mayor Huelsebusch made the following statement:

All items listed with an asterisk “\*” are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

Mr. Andrew Roth, County Road 523, requested to remove *items #5 and #6* from the Consent Agenda.

- \* 1. ***Resolution Authorizing the Adoption of the Cash Management Plan for the Year 2022***

The following resolution was offered for consideration:

**#R-2022-03**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE CASH MANAGEMENT PLAN  
FOR THE YEAR 2022**

**WHEREAS**, the State of New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5, et seq. requires that municipalities adopt a Cash Management Plan which is designed to assure, to the extent practical, investment of local funds in interest bearing accounts and other permitted investments; and

**WHEREAS**, the Cash Management Plan must include:

1. The designation of a public depository or depositories.
2. The authorization for investments as permitted by various applicable laws.
3. The annual submission of the Cash Management Plan to the governing body, which must be approved by a majority vote.
4. An annual audit of the Cash Management Plan.
5. That when an investment is in bonds which mature in more than one year, a determination that the maturity approximates the prospective time when such funds are needed.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Readington that the attached Cash Management Plan is hereby adopted for the year 2022.

**Resolution #R-2022-03 cont'd:**

**Cash Management Plan  
2022**

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**I. STATEMENT OF PURPOSE**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S. A.40A: 5-14 in order to set forth the basis for the deposits and investment of certain public funds of the Township of Readington, pending the use of such funds for the intended purposes. The plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN.**

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of Readington:
  - 1. Current Fund
    - a. Current
    - b. Claims
    - c. Payroll
  - 2. Treasurer’s Trust
    - a. Developers Escrow
    - b. Government Grant
    - c. Recreation
    - d. Driveway Apron
    - e. Public Library
    - f. Losap
    - g. Maintenance Guarantee
    - h. Museum
    - i. Rent Security



***Resolution #R-2022-03 cont'd:***

- j. Unemployment
- k. General Trust
- l. Payroll Agency
- m. Housing
- n. POAA
- o. Board of Health Escrow
- p. Open Space
- q. Forfeited Property
- 3. Dog License
- 4. General Capital
- 5. Public Assistance
- 6. Sewer Operating & Expansion

- B. It is understood that this Plan is not intended to cover certain funds and accounts of the Township of Readington, Specifically:
  - 1. Deferred Compensation
  - 2. Municipal Court
    - a. Fines Account
    - b. Bail Accounts

**III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF READINGTON AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN.**

The Chief Financial Officer of the Township of Readington and the Treasurer are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Readington are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

**IV. DESIGNATION OF DEPOSITORIES**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

TD BANK  
NJ CASH MANAGEMENT FUND  
WELLS FARGO BANK  
PNC BANK  
INVESTORS SAVINGS  
PEAPACK GLADSTONE BANK  
UNITY BANK

All depositories must conform to the Government Unit Deposit Protection Act (GUDPA), and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Township funds on deposit.

***Resolution #R-2022-03 cont'd:***

**V. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt, in accordance with N.J.S.A. 40A: 5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored for the availability of funds for investment. Debt Service and Trust accounts shall be maintained in accordance with Federal and State statutes, regulating such funds. Payroll, Developers' Escrow, Professional Fees Escrow, Performance Bond deposits and other agency funds, which represent funds of individuals and other organizations held by the Township shall be deposited in regular interest bearing checking accounts, unless applicable State statutes direct otherwise. Grant funds shall be deposited in accordance with the regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided an agreement between the Township and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

**VI. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Township, referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Officials referred to in Section III above.

FNC - FINANCIAL NORTHEASTERN COMPANIES  
GIBRALTAR SECURITIES CO.

**VII. INVESTMENT INSTRUMENTS AND PROCEDURE**

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the School district is located;
5. Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977,c.281 (C.52: 18A-90.4); or

***Resolution #R-2022-03 cont'd:***

8. Agreements for the repurchase of fully collateralized securities if:
  - a. The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
  - b. The custody of collateral is transferred to a third party;
  - c. The maturity of the agreement is not more than 30 days;
  - d. The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); ND
  - e. A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and Local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An Investment Company or investment trusts:

- a. Which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1, et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- c. Which has:
- d. Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- e. investing in U.S. Government securities for at least the most recent past 60 Months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. Which is managed in accordance with 17 C.F.R. sec. 270.2a.7;
- b. Which is rated in the highest category by a nationally recognized statistical rating organization; which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by U.S. Government securities;
- c. Which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- d. Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonable be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

***Resolution #R-2022-03 cont'd:***

- e. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank, located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B: Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

**VIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is no unauthorized use of the funds or the Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township’s funds.

To assure that all parties with whom the Township deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

**IX. DISBURSEMENT OF FUNDS**

All funds shall be disbursed as authorized and directed by the Township Committee. The Chief Financial Officer shall, at the beginning of the year, present to the Township Committee a schedule of debt service principal and interest payments and when available, a schedule of School Tax payments for the upcoming year. Upon approval of the schedules of payments by the Township Committee, the Chief Financial Officer shall then have the authority to make the following disbursements:

- School Taxes
- County Taxes
- Open Space Taxes
- Interfunds
- Purchase of Investments
- Debt Service
- Payroll - Salaries and Wages
- Health Benefits for Employees & Retirees
- Pension payments
- Postage
- Petty Cash Reimbursements
- Utility bills

***Resolution #R-2022-03 cont'd:***

**X. PETTY CASH FUND**

Reimbursements for expenditures through the Petty Cash Fund shall be made within the limits approved by the Director of the Division of Local Government Services. The Petty Cash Fund shall be maintained in accordance with N.J.S.A. 40A: 5-21. Petty Cash Funds shall be maintained in the following amounts:

Finance Dept	\$ 200
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**I. CHANGE FUNDS**

Change funds have been established by past resolutions of the governing body to provide change to taxpayers making payments to the following departments:

Tax Office	\$ 150.00
Municipal Court	\$ 200.00
Police Department	\$ 100.00
Department of Public Works	\$ 100.00
Township Clerk/ Animal Control License Official	\$ 100.00

**XII. BONDING**

The following officials shall be covered by individual or blanket surety bonds; said surety bonds to be examined by the independent auditor to insure their proper execution:

- Chief Financial Officer
- Treasurer
- Tax Collector
- Assistant Tax Collector
- Municipal Magistrate
- Court Administrator
- Deputy Court Administrator

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

**XIII. COMPLIANCE**

The Cash Management Plan of the Township of Readington shall be subject to the approval of the Township Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-4.

As stated in N.J.S.A. 40A:5-14, the official(s) charged with the custody of Township funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or and department thereof, the applicable State regulations shall apply.

***Resolution #R-2022-03 cont'd:***

**XIV. REPORTING REQUIREMENTS.**

By the tenth day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township a written report of any permitted investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The Name of any institution holding funds of the Township as a permitted investment.
- B. The amount of investments purchased or sold during the immediately preceding month.
- C. The class or type of investment purchased.
- D. The book value of such investments
- E. The earned income on such permitted investment. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such permitted investments.
- G. The market value of all permitted investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

**XV. TERM OF PLAN.**

This Plan shall be in effect from January 1, 2022 to December 31, 2022. Attached to this Plan is a resolution of the governing body of the Township of Readington approving this Plan for such a time period. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official (s) is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan. The amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

- \* 2. ***Resolution authorizing check signing of Current/Municipal account checks for Readington Township for 2022***

The following resolution was offered for consideration:

***#R-2022-04***

***CHECK SIGNATURE RESOLUTION***

***BE IT RESOLVED***, that the following officials be authorized to sign our Current/Municipal Account checks for the Township of Readington for the year 2022:

- ◆ Treasurer
- ◆ Mayor
- ◆ Municipal Clerk
- ◆ Deputy Mayor
- ◆ Chief Financial Officer
- ◆ Administrator
- ◆ Deputy Clerk

- \* 3. ***Temporary Budget Current & Sewer Utility Resolution***

The following resolution was offered for consideration:

#R-2022-05

**2022 TEMPORARY BUDGETS  
 CURRENT FUND & SEWER UTILITY**

	SALARIES & WAGES	OTHER EXPENSES
<b>CURRENT FUND:</b>		
Administrative & Executive	\$ 86,000.00	\$ 35,175.00
Mayor & Committee	8,750.00	
Elections		6,125.00
Financial Administration	58,750.00	2,375.00
Audit Services		10,500.00
Assessment of Taxes	23,750.00	1,625.00
Revision of Tax Map		6,250.00
Collection of Taxes	23,750.00	6,500.00
Legal Services		193,750.00
Prosecutor		13,000.00
Engineering		62,500.00
Buildings and Grounds	68,000.00	27,500.00
Planning Board	8,500.00	1,955.00
Board of Adjustment/Zoning	25,750.00	2,668.00
Environmental Commission	325.00	4,950.00
Consultants		28,750.00
General Liability Insurance		114,887.00
Employee Group Health		489,750.00
Workers Compensation		49,175.00
Waste Collection/Recycling		213,019.00
Fire Companies/Rescue Squad		88,575.00
Police	800,000.00	75,563.00
Streets and Roads	408,750.00	104,000.00
Snow Removal		32,500.00
Tree Care		10,000.00
Street Lighting		8,750.00
Board of Health	13,125.00	9,075.00
Emergency Management	3,000.00	1,875.00
Animal Control		1,250.00
Public Assistance/Housing	27,500.00	2,000.00
Recreation	39,250.00	10,310.00
Free County Library	34,500.00	2,125.00
Senior Transportation		1,500.00
Museum Committee	8,550.00	4,500.00
Historic Preservation Commission		200.00
Construction Code Official	75,000.00	25,500.00
Celebration of Public Events		2,125.00
Reserve for Salary/Wage Adjustments	31,250.00	
Fire Hydrant Service		25,000.00
Electricity		33,750.00
Telephone		17,500.00
Fuel Oil		2,125.00

**Resolution #R-2022-05 cont'd:**

Gasoline		37,500.00
Contingent		1,250.00
Social Security		135,000.00
Pension Plans		333,627.00
SUI		1,250.00
DCRP		3,000.00
LOSAP		21,250.00
Municipal Court	31,435.00	7,150.00
Uniform Fire Safety	16,538.00	1,288.00
Public Defender		2,500.00
<b>CURRENT FUND TOTALS</b>	<b>\$1,792,473.00</b>	<b>\$2,272,492.00</b>

**OTHER  
EXPENSES**

<b>SEWER UTILITY:</b>		
Other Expenses		\$56,250.00
Service Fees		372,100.00
Capital Improvements		18,750.00
Surplus to General Budget		31,250.00
<b>SEWER UTILITY TOTALS</b>		<b>\$478,350.00</b>

\* 4. **Resolution to set delinquent tax interest rate for 2022**

The following resolution was offered for consideration:

**#R-2022-06**

**TOWNSHIP OF READINGTON  
 RESOLUTION FIXING INTEREST RATES ON DELINQUENT TAXES  
 FOR CALENDAR YEAR 2022**

**BE IT RESOLVED**, that pursuant to R.S. 54:4-67, the Township Committee of the Township of Readington, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes for calendar year 2011 at the rate of eight percent (8%) per annum on the first \$1,500.00 of delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 of delinquency.

**BE IT FURTHER RESOLVED**, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

**BE IT FURTHER RESOLVED**, that the same interest calculations for delinquent tax collections be applied to sewer utility accounts with the exception that the grace period be thirty (30) days.



**Resolution #R-2022-06 cont'd:**

**BE IT FURTHER RESOLVED**, that any taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year shall be so charged an additional rate of interest of six percent (6%) against the delinquency.

5. **Resolution designating official newspapers for 2022**

Mr. Roth, County Road 523, inquired as to which publications the Township uses.

The following resolution was offered for consideration:

**#R-2022-07**

**TOWNSHIP OF READINGTON  
RESOLUTION**

**BE IT RESOLVED**, that the Readington Township Committee does hereby designate the following newspapers as its official newspapers for the year 2022:

- ◆ **Hunterdon County Democrat**
- ◆ **Courier News**
- ◆ **Hunterdon Review**
- ◆ **Star Ledger**
- ◆ **Express Times**

A **MOTION** was made by Mr. Heller to adopt this resolution, seconded by Mr. Albanese with a vote of ayes all, nays none recorded.

6. **Professional Services Resolution**

Mr. Roth, County Road 523, inquired who the professionals were named in this resolution.

The following resolution was offered for consideration:

**#R-2022-08**

**TOWNSHIP OF READINGTON  
RESOLUTION**

**WHEREAS**, there exists a need in the Township of Readington for Professional Services;  
and

**WHEREAS**, the Local Public Contract Law (*N.J.S.A. 40A:11-1 et seq.*) requires that the Resolution hiring a professional for professional services without competitive bids must be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Readington as follows:

1. That the following contracts have been awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-6(1) (a)* of the Local Public Contract Law because the services rendered or to be performed are by persons authorized by law to practice their profession:

**Resolution #R-2022-08 cont'd:**

- ◆ Sharon A. Dragan as Township Attorney
  - ◆ Martin Allen, Esq. of Bivona, Cohen, Kunzman, Coley, Yospin, Bernstein & DiFrancesco as Tax Attorney
  - ◆ Lerch, Vinci & Higgins, LLP for Municipal Auditor Services
2. Said contracts shall expire on December 31, 2022.
  3. Copies of these Professional Service Contracts are on file with the Municipal Clerk and are available there for public inspection.
  3. This Resolution shall take effect immediately.

A **MOTION** was made by Mr. Heller to adopt this resolution, seconded by Mr. Albanese and on Roll Call vote the following was recorded:

Mr. Albanese	-Aye
Mrs. Fort	- Aye
Mr. Heller	- Aye
Mr. Mueller	- Aye
Mayor Huelsebusch	- Aye

\* 7. **Resolution setting 2022 meeting dates for Township Committee**

The following resolution was offered for consideration:

**#R-2022-09**

**TOWNSHIP OF READINGTON  
RESOLUTION**

**BE IT RESOLVED**, that the Readington Township Committee hold its regular meetings on the First and Third Monday of each month starting at 6:30 p.m., (except where the date falls on a Holiday upon which the meeting will take place on the Tuesday) after at which time an Executive Session will be held, at the Municipal Building in the Court Room.

**BE IT FURTHER RESOLVED**, that the following meeting dates be confirmed for publication:

**January 18, 2022  
February 7, 2022  
February 22, 2022  
March 7, 2022  
March 21, 2022  
April 4, 2022  
April 18, 2022  
May 2, 2022  
May 16, 2022  
June 6, 2022  
June 20, 2022  
July 5, 2022  
July 18, 2022  
August 1, 2022  
September 6, 2022**

**Resolution #R-2022-09 cont'd:**

**September 19, 2022**  
**October 3, 2022**  
**October 17, 2022**  
**November 7, 2022**  
**November 21, 2022**  
**December 5, 2022**  
**December 19, 2022**

\* 8. **Resolution - Added and Omitted Assessments**

The following resolution was offered for consideration:

**#R-2022-10**

**TOWNSHIP OF READINGTON**  
**ADDED AND OMITTED ASSESSMENTS**

**WHEREAS**, the Township Committee of the Township of Readington, County of Hunterdon, State of New Jersey, recognizes that *N.J.S.A. 54-5-63.12 et seq.*, popularly known as the "Originally Method", allows the Collector of Taxes upon written complaint to the County Tax Board to notify such Board of any property alleged to have been omitted and the particular year of the assessment to be assessed; and

**HEREAS**, the Tax Assessor of the Township of Readington, County of Hunterdon, State of New Jersey, has requested the Township Committee to authorize her to notify the County Tax Board upon written complaint of any property alleged to have been omitted and the particular year of the assessment to be assessed pursuant to and in compliance with *N.J.S.A. 54:5-63.12*; and

**WHEREAS**, the Tax Assessor of the Township of Readington, County of Hunterdon, State of New Jersey, is called upon with the knowledge of omitted and rollback taxes prior to the Tax Collector.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Readington, County of Hunterdon, State of New Jersey, that the Tax Assessor of the Township of Readington be and is hereby authorized to notify upon written complaint to the Hunterdon County Board of Taxation of any property alleged to have been omitted and the particular year of the assessment to be assessed.

\* 9. **Resolution - Authorization for Assessor to File Correction of Tax Assessment for 2022**

The following resolution was offered for consideration:

**#R-2022-11**

**AUTHORIZATION FOR ASSESSOR TO FILE CORRECTION OF**  
**TAX ASSESSMENT FOR 2022**

**WHEREAS**, the Township Committee of the Township of Readington, Hunterdon County, New Jersey, has been informed by the Tax Assessor of the Township of Readington, that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Readington; and

***Resolution #R-2022-11 cont'd:***

**WHEREAS**, the Tax Assessor of the Township of Readington has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation; and

**WHEREAS**, the filing of these corrections by the Tax Assessor of the Township of Readington will relieve the Taxpayer for said property from filing an appeal with the Hunterdon County Board of Taxation.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Readington, Hunterdon County, New Jersey, that the Tax Assessor of the Township of Readington is hereby authorized after having previously notified the governing body by an appropriate list of properties setting forth the manner and mode of adjustment to file corrective appeals for 2022 with the Hunterdon County Board of Taxation concerning those properties wherein errors were made; and

**BE IT FURTHER RESOLVED**, that any negotiations to be done on behalf of the Municipality will be handled by the Tax Assessor, including Resolution of Appeals filed directly by property owners.

**BE IT FURTHER RESOLVED**, that the Tax Assessor send copies of such corrected assessments to the individuals involved.

**BE IT FURTHER RESOLVED**, that a copy of this resolution is forwarded to the Hunterdon County Board of Taxation.

- \* 10. ***Resolution – Authorization for Martin Allen, Esq., Readington Township Tax Attorney to File Correction of Tax Assessment for 2022***

The following resolution was offered for consideration:

***#R-2022-12***

***AUTHORIZATION FOR MARTIN ALLEN, ESQ.,  
READINGTON TOWNSHIP TAX ATTORNEY,  
TO FILE CORRECTION OF TAX ASSESSMENT FOR 2022***

**WHEREAS**, the Township Committee of the Township of Readington, Hunterdon County, New Jersey, has been informed by the Tax Assessor of the Township of Readington, that from time to time errors are made in computing the tax assessments covering certain property locations within the Township of Readington; and

**WHEREAS**, Martin Allen, Esq., Readington Township Tax Attorney (hereinafter “Tax Attorney”) has requested the Township Committee to authorize him to file corrections of such errors with the Hunterdon County Board of Taxation; and

**WHEREAS**, the filing of these corrections by the Tax Attorney of the Township of Readington will relieve the Taxpayer for said property from filing an appeal with the Hunterdon County Board of Taxation.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Readington, Hunterdon County, New Jersey, that the Tax Attorney of the Township of Readington is hereby authorized after having previously notified the governing body by an appropriate list of properties setting forth the manner and mode of adjustment to file corrective appeals for 2022 with the Hunterdon County Board of Taxation concerning those properties wherein errors were made; and

**Resolution #R-2022-12 cont'd:**

**BE IT FURTHER RESOLVED**, that any negotiations to be done on behalf of the Municipality will be handled by the Tax Attorney, including Resolution of Appeals filed directly by property owners.

**BE IT FURTHER RESOLVED**, that the Tax Assessor send copies of such corrected assessments to the individuals involved.

**BE IT FURTHER RESOLVED**, that a copy of this resolution is forwarded to the Hunterdon County Board of Taxation.

A **MOTION** was made by Mr. Albanese to approve the Consent Agenda (*with the removal of Items #5 and #6*), seconded by Mr. Heller and on Roll Call vote the following was recorded:

Mr. Albanese	- Aye
Mrs. Fort	- Aye
Mr. Heller	- Aye
Mr. Mueller	- Aye
Mayor Huelsebusch	- Aye

**NEW BUSINESS:**

There was none.

**COMMENTS FROM THE PUBLIC**

Andrew Roth, County Road 523, commented on the rules and regulations as it relates to the role of the Township Committee and the Administrator as the Appropriate Authority. Mr. Roth spoke to the sound of the police sirens when they passed his residence.

Karen Mittleman, Glenmont Road, thanked Mr. Smith and the Township Committee for the past year and all their efforts in making Readington Township one of the safest places to live. Mrs. Mittleman also wished Mr. Mueller and Mayor Huelsebusch a successful year ahead.

Andrew Roth, County Road 523, inquired about the members appointed to the American Rescue Plan Act (ARPA) sub-committee and information on how to access the criteria for the ARPA funding.

**COMMENTS FROM THE GOVERNING BODY**

There were none.

A **MOTION** was made by Mr. Albanese to adjourn at 6:35 p.m., seconded by Mr. Heller with a vote of ayes all, nays none recorded.

Respectfully Submitted:

Karin M Parker, *RMC*  
Municipal Clerk