

January 4, 2024

The Annual Reorganization meeting of the Town Council of the Town of Newton was held on the above date at Noon. Present were Mr. Couce, Mr. Dickson, Mrs. Le Frois, Mrs. Teets, Mrs. Teresa A. Oswin, Municipal Clerk, and Mr. Thomas S. Russo, Jr., Town Manager. Mrs. Diglio was excused.

Mrs. Oswin made the following declaration that "in accordance with the Open Public Meetings Act, notice of this reorganization meeting was given to the two newspapers of record and posted on the official bulletin board on January 6, 2023."

DESIGNATION OF TEMPORARY MAYOR

Mrs. Oswin requested a nomination for Temporary Mayor. Mrs. Le Frois made a motion to nominate Michelle Teets as Temporary Mayor, it was seconded by Mr. Dickson. All in favor. Mrs. Teets was designated as Temporary Mayor.

NOMINATION AND SELECTION OF MAYOR

Mrs. Teets, designated as Temporary Mayor, entertained a motion for nomination of Mayor for the year 2024. Mrs. Le Frois then nominated John-Paul Couce and the nomination was seconded by Mr. Dickson. All in favor.

At this time, Jonathan Couce, Esq., proceeded to swear-in John-Paul E. Couce, as Mayor, while his girlfriend held the Bible.

NOMINATION AND SELECTION OF DEPUTY MAYOR

Mayor Couce entertained a motion for nomination of Deputy Mayor for the year 2024. Mrs. Teets then nominated Helen Le Frois and the nomination was seconded by Mr. Dickson. All in favor.

Eric M. Bernstein, Esq., proceeded to swear-in Deputy Mayor Helen R. Le Frois, while her family held the Bible.

COMMENTS BY TOWN MANAGER, COUNCIL, DEPUTY MAYOR, AND MAYOR

Mr. Russo read from a prepared statement:

"Thank you Mayor Couce.

On behalf of all Town of Newton employees, professionals, and volunteers, I want to wish Mayor Couce and Deputy Mayor Le Frois the very best of success in their leadership roles, and I look forward to working with them, and all Council members, in continuing the great progress we have made towards making Newton a better place to live, work, and visit. I also thank Michelle Teets for her leadership as Mayor in 2023.

I am in my 16th year of service as your Town Manager, and I therefore want to express my sincere gratitude for the privilege and honor of serving as the Chief Executive of this wonderful organization.

As the County Seat and economic engine of Sussex County, the work we perform in Newton on a daily basis is critical to the long-term success and vitality of the entire region. This is a responsibility we take very seriously, and we look forward to carrying out the ambitious goals, policies, and objectives of the Governing Body for 2024 and beyond.

I wish all of you and your families the best of health, happiness, and success, and to the people of the Town of Newton, I pray for your prosperity, and a safe, enjoyable, and most of all, healthy New Year.

May God continue to bless the Town of Newton. Thank you."

Mr. Dickson offered thanks to Michelle Teets for her work this past year as Mayor. It was a great year. He offered congratulations to Mayor Couce and Deputy Mayor Le Frois. He is looking forward to working with them in accomplishing our goals.

Mrs. Diglio was excused.

Mrs. Teets thanked her fellow Councilmembers, saying it has been a fun year. She thanked Tom, the professionals, and staff for all their work this past year; Terri for her guidance with the meetings, Kat for her assistance, and especially Janien for assistance with the weddings. She loved working with Janien and being able to perform twenty-five (25) weddings. She had a lot of fun as Mayor attending the ribbon cuttings, parades, and all our many events. Thank you to everyone that helped. She wished congratulations and good luck to JP and Helen in the upcoming year. She wanted to acknowledge Gregory Le Frois and thank him for his twenty (20) years of service on the Planning Board. He brought a lot of experience and knowledge to the Board; his calm and professional demeanor was certainly helpful. He was always fair and well organized and taught us all a lot. She really appreciates his guidance and knows he will be a tough act to follow.

Deputy Mayor Le Frois thanked everyone for coming. She offered congratulations to Mayor Couce, she looks forward to working closely with him and achieving our many goals. She thanked Michelle for her great leadership as Mayor attending so many events, meetings, and weddings. She genuinely wanted to thank Tom, the staff, volunteers, and professionals for all their hard work behind the scenes. Thanks to the Police Department, Fire Department, and NFAS volunteers for keeping us safe. She thanked all the residents, businesses, and visitors. Lastly, she is looking forward to being on the Planning Board again.

Mayor Couce thanked everyone. He stated he is the fourth generation of his family, born and raised in Newton. It is an honor having his family here to see him become Mayor. Growing up he always said he wanted to be President, he is not eligible, but being the Mayor of Newton is a good place to start. He then read an excerpt from a paper he wrote a while back, which he has updated with all the changes that have happened in Newton.

"Of all of Newton's elements, the unique attraction to the Town of Newton is best conceptualized by the reimagined municipal motto released in 2014 in conjunction with our 150th anniversary - "City Cool, Country Style." As a "gateway to the Skylands region," Newton appropriately mixes Sussex County's rural countryside with the busy feel of city life supported by Spring Street's 2018 naming as one of NJ's Great Places and placement within New Jersey's Main Street America program. As you enter the Town from any of its nine entrances, a dramatic shift in side yard setbacks clearly portrays – to even the most passive of observers – a distinct, yet proportionate rural-to-urban transect. Coming down High Street from Fredon, up Water Street from Hampton, over the Sparta Avenue hill from Andover.... the Spring Street-centric outward development of Newton instills a sense of arrival when entering the Town unlike any other County municipality; all the while retaining ample community services without an overbearing sense of urbanism.

Unbeknownst to many, Newton – in 1993 – was New Jersey's first municipality to be designated as a Regional Center recognizing and enhancing our Town's positive planning and development as Sussex County's hub. As rural routes and postal roads grew, Newton was located right in the center. The County Government found its seat in Newton, State Highways 94 and 206 pass through its heart, and the unique commercial offerings in town add to the comprehensive level of resident, commercial, and

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community services offered. For any entering Newton's downtown area, the old courthouse stands as the most visible testament to the history that remains. The Sussex County Historical Society holds New Jersey's oldest continuously operating museum building on Main Street and Spring Street maintains one of the oldest fire museums in the country. Although the County's early 20th century claim of "more cows than people" has been lost as development has pushed us into bedroom communities, Newton retains a healthy historic registry. The repurposed Merriam Shoe Factory, railroad beds and historic cemetery, remind us of the industries of yesteryear – Newton and Sussex Shoe Companies, Gustave Gennert paper and lens mill, Century Milk's creamery, Sterling Silk Factory – that permitted the compact development responsible for Newton as we know it. Have you ever ventured off Newton's main thoroughfares? Feeding off Newton's rich history, the course of development in our Town has afforded residents and visitors a wide breadth of architectural elements and intricacies unseen by most communities. From Colonial Revival, to Craftsman, Federal, Georgian, Greek Revival, Gothic Revival, Italiante, Queen Anne, Richardson Romanesque, Second Empire, Vernacular Victorian....and plenty of contemporary construction, Newton could stand alone as an architectural tour!

The Newton Public School system is one of the oldest around previously taking in students from most of Sussex County. Still remaining a regional system, Newton Public School has maintained top-level performance with both State and National achievements in sports and, more recently, STEM development through the school's robotics program. Sussex County Community College in Newton offers the County's only connection to post-secondary education with associates and certificate programs itself along with connections to Passaic County Community College and four-year bachelor's extension to Felician College. As the Newton community grows, the College has expanded its automotive technology program and has begun to match the community's need for STEM education with high-tech firms continuing to enter the Town.

Relative to Sussex County, Newton is a densely developed municipality but that does not prevent its ability from maintaining its longstanding outdoor, open space environment for residents and visitors to enjoy. With three parks – Memory, New Hampshire, and Pine Street – in addition to the Newton Square's open green plaza, the Town and Chamber of Commerce are able to offer clean exercise, recreation, and specialty events through sporting leagues, community pool, public movie nights, its Annual Newton Day festival, Easter Egg Hunt, occasional 5K runs, parades, and Taste of Newton culinary display. Baseball, basketball, football, hockey, soccer, swimming, tennis.... residents are left with few lacking sporting opportunities.

Health and happiness should be the priority of any governing body. To manage these goals, the Town of Newton boasts the most robust public safety system of any of the County's municipalities. Possessing its own police department, Newton has extremely fast response times in all cases of emergency; however, the department goes above and beyond to support the Town representing the utmost in professionalism while maintaining a strong commitment to community policing. The award-winning, highly successful CLEAR program enhanced by Newton Police Chief Mike Richards and supports our residents by offering targeted assistance to those struggling with substance addiction, Special Police officers foster an invitingly safe environment in the downtown Spring Street district through foot and bike patrol during business hours, and residents are consistently invited to connect with patrolmen on a personal level via Coffee/Cone-With-A-Cop events. The Newton Fire Department – Newton's oldest public safety agency established even before New York City's – provides the Town and surrounding area with prompt, exhaustive fire protection with a fleet consisting of nearly every type of fire apparatus in addition to providing care to Newton's youngest via their Operation Santa program. The Newton First Aid Squad – Sussex County's busiest, fastest, and most progressive EMS agency – provides comprehensive and expedient treatment and transportation during the Town's medical emergencies in addition to community first aid and CPR education. In addition to the municipality-governed services, the Town holds Sussex County's only hospital, one of the County's two urgent care centers, and the County's only free medical clinic.

Newton has undergone significant development over the past century but what really sets it apart from anywhere else.... what should draw in visitors both new and old.... what should make anyone proud to call this Town home, is the potential that Newton

continues to demonstrate. Urban renewal of the 1970s repurposed traffic patterns to increase Newton's position as the County's central hub while maintaining a commitment to cost-effective public housing. In spite of extreme rates of land non-ratability, Newton has managed to remain innovative in the responsible redevelopment of underutilized parcels as seen through Bristol Glen, North Park Urban Renewal, Newton Town Centre, Thor Labs, Grande Villaggio while maintaining limited effect upon the school system's population. With the most recent redevelopment of G&H and proposed redevelopment of the former armory, Thor Labs's increased development perspective, relocation of multiple other high-tech firms like Automated Wireless Environments, Analytical Science & Technologies Group and Planet Networks, the facelifting of Spring Street by local business owners and the Neighborhood Preservation Program.... there is a lot in store for this Town and we all should be glad to be a part of it. Downtown Newton was once the place to be for Sussex County families on a Friday night – and it is starting to happen again.

Is Newton perfect? Of course not. But you can bet we are working on it."

CONSENT AGENDA

Mayor Couce read the following statement:

"All items listed with an asterisk () are considered to be routine and non-controversial by the Town Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda."*

Mr. Russo reviewed all the consent agenda items.

RESOLUTION #1-2024*

Designate Banks as Depositories for Calendar Year 2024

BE IT RESOLVED, by the Town Council of the Town of Newton that the following policy is hereby adopted pertaining to Town funds for calendar year 2024:

1) The cash management and investment objectives for the Town of Newton include preservation of capital, adequate safekeeping of assets, maintenance of liquidity to meet operating needs, diversification of the Town's portfolio to minimize risks associated with individual investments, and investment of assets in accordance with State and Federal laws and regulations.

2) The following banks are hereby authorized to be used as depositories for Town funds:

PNC Bank
JP Morgan Chase Bank
New Jersey Cash Management Fund
Provident Bank
Lakeland Bank
First Hope Bank
Santander Bank, N.A.
TD Bank
Valley National Bank
Wells Fargo Bank, N.A.

Beginning with the filing of September 30, 2010 a list of banks that participate in the Governmental Unit Deposit Protection Act (GUDPA) and the type of certificate of eligibility is available quarterly from the State of New Jersey, Department of Banking and Insurance website:

https://www.state.nj.us/dobi/division_banking/depositories/gudpa.htm

The Chief Financial Officer/Finance Director will review this site and provide the Town Auditor with a copy of this list.

The above designated official depositories are required to submit to the Chief Financial Officer/Finance Director a copy of the institution's "Annual Report" each year. This may also be satisfied electronically.

3) All funds shall be deposited within 48 hours of receipt, in accordance with N.J.S.A. 40A:5-15.

The Chief Financial Officer/Finance Director shall minimize the possibility of idle cash accumulating in accounts by assuring the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.

Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer/Finance Director.

4) Permissible investments for the Town of Newton shall include:

(a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

(b) government money market mutual funds;

(c) any Federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase and has a fixed rate of interest not dependent on any index or external factors;

(d) Bonds or other obligations of the local unit or school districts of which the local unit is a part;

(e) any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments;

(f) local government investment pools;

(g) New Jersey State Cash Management Fund; and

(h) repurchase agreements of fully collateralized securities.

5) The Municipality is authorized to deposit funds, including certificates of deposits, in accounts subject to the following conditions pursuant to N.J.S.A.40A:5-14, amended by P.L.2018,c.40:

(a) the funds are initially invested through a public depository as defined in section 1 of P.L.1970,c.236(C.17:9-41) designated by the local unit;

(b) the designated public depository arranges for the deposit of funds in certificates of deposit in one or more federally insured banks or savings and loan associations, for the account of the local unit;

(c) 100 percent of the principal and accrued interest of each certificate of deposit is insured by the Federal Deposit Insurance Corporation;

(d) the designated public depository acts as custodian for the local unit with respect to the certificates of deposit issued for the local unit's account; and

(e) at the same time that the local unit's funds are deposited and the certificates of deposit are issued, the designated public depository receives an amount of deposits from customers of other banks and savings and loan associations, wherever located, equal to the amount of funds invested by the local unit through the designated public depository.

6) The Chief Financial Officer/Finance Director is authorized and directed to make investments on behalf of the Town of Newton. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

7) Securities purchased on behalf of the Town of Newton shall be delivered electronically or physically to the Town's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Town.

8) The Chief Financial Officer/Finance Director shall report to the Town Council all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

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9) The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-14.

10) The Chief Financial Officer/Finance Director shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance.

RESOLUTION #2-2024*

Appoint the Town Manager as Hearing Officer in all Matters of Dispute Regarding the Town of Newton for Calendar Year 2024

WHEREAS, certain matters may arise over the course of the year which require a hearing to be conducted for the purpose of resolving issues; and

WHEREAS, Thomas S. Russo, Jr., Town Manager of the Town of Newton, is the representative of the Governing Body, as well as the Chief Executive and Administrative Officer of the municipality;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the Town Manager is hereby appointed as Hearing Officer in all matters of dispute regarding the Town of Newton for the calendar year 2024.

RESOLUTION #3-2024*

Authorize Payment of Recurring Bills

WHEREAS, all claims of payment by the Town of Newton, County of Sussex, State of New Jersey, are required to be first submitted to the Mayor and Town Council for consideration before payment is made; and

WHEREAS, due to the nature of certain claims and timing of the particular meetings involved, certain claims should be paid when presented which are statutory and regular in nature, rather than held for the next meeting of the Mayor and Town Council due to the nature of said bills;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Town Council of the Town of Newton that we hereby approve the payment between meetings of the following enumerated claims for payment, when the same are presented to the Mayor and Town Council and Chief Finance Officer of the Town of Newton.

- a. Town of Newton, net payroll, and payroll deduction accounts
- b. Town of Newton, Board of Education
- c. County Treasurer (County taxes only)
- d. Banks for investment Purposes/Inter-fund transfers/Debt Service payments Bond/Note payments
- e. Statewide Insurance Fund, NJ Municipal Employee Benefits Fund, Vision Service Plan, and all other insurances
- f. Repair of emergency, police, and rescue vehicles; parts needed for said vehicles; and critical equipment related to the operations of the DPW/Police or Emergency Services
- g. Bond Releases
- h. All Utility Payments
- i. Employee Reimbursements
- j. Petty Cash Reimbursements
- k. Lien Redemptions
- l. Premium Redemptions
- m. Contractual Payments for Blanket Purchase Orders

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RESOLUTION #4-2024*

Designate Legal Newspapers that will Receive Notices Required by the NJ Open Public Meetings Act for 2024

WHEREAS, Section 3D(2) of the Open Public Meetings Act, approved October 21, 1975 as Chapter 231, P.L. 1975, requires every public body to designate two (2) newspapers to receive notices required to be mailed, telephoned, telegraphed, or hand delivered, as also defined under Title 35 of the New Jersey Statutes.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that it hereby designates the newspapers listed below as the official newspapers for legal advertising and to receive notices required by the Open Public Meetings Act:

New Jersey Herald (Primary)

Daily Record (Alternate)

The Alternative Press (Alternate)

RESOLUTION #5-2024*

Establish Schedule of Public Town Council Meetings for 2024

WHEREAS, Section 13 of the Open Public Meetings Act, approved October 21, 1975 as Chapter 231, P.L. 1975, requires every public body to post and maintain posted throughout the year a schedule of the meetings of said public body;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, Sussex County, New Jersey that the following schedule for 2024 indicates all public meetings of the Newton Town Council will be held on the second and fourth Mondays of each month, unless otherwise indicated, in the Council Chambers, 39 Trinity Street, Newton, New Jersey, unless otherwise noticed; and

Council Meetings

7:00pm

January	22		July	15
February	12 and 26		August	19
March	11 and 25		September	11* and 23
April	8 and 22		October	16* and 28
May	13 and 29*		November	13* and 25
June	10 and 24		December	9

*Held Wednesday

Reorganizational Meeting

Wednesday, January 15, 2025

Noon

BE IT FURTHER RESOLVED, the Town Council reserves the right to conduct one (1) or more executive sessions at any meeting of the Town Council for reasons pursuant to the executive session; and

BE IT FURTHER RESOLVED, that, for the purposes of the Act, the official bulletin board for posting notices shall be the bulletin board in the first-floor lobby of the Municipal Building at 39 Trinity Street, Newton, New Jersey, with said board being just outside the door of the Municipal Clerk's Office; and

BE IT FURTHER RESOLVED, that certified copies of this Resolution be forwarded to The Alternative Press (TAPintoNewton), Daily Record, and New Jersey Herald and a copy be filed with the Municipal Clerk; and

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BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be mailed to any person requesting notices of meetings of the Town Council pursuant to N.J.S.A. 10:4-19 and whoever has paid the required fee for such notice.

RESOLUTION #6-2024*

Establish the Rate of Interest to be Charged for Non-Payment of Taxes on or Before the Due Date

WHEREAS, N.J.S.A. 54:4-67 permits the Governing Body of each municipality to fix the rate of interest to be charged for late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:6-67 has been amended to permit the fixing of said rate at eight percent (8%) per annum for the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum for amounts in excess of \$1,500.00, and an additional penalty of six percent (6%) may be collected for delinquencies in excess of \$10,000.00 from property owners who fail to pay the delinquency prior to the end of the calendar year;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the Tax Collector is hereby authorized and directed to charge an eight percent (8%) per annum rate of interest on the first \$1,500.00 of taxes which become delinquent after the tax due date, and a rate of eighteen percent (18%) per annum interest on any amount of taxes due in excess of \$1,500.00 which becomes delinquent after the tax due date; and

BE IT FURTHER RESOLVED, that the Tax Collector is also authorized and directed to charge an additional penalty of six percent (6%) if a delinquency is in an amount in excess of \$10,000.00 and remains in arrears beyond December 31st of each calendar year; and

BE IT FURTHER RESOLVED, that the ten (10) day grace period for quarterly tax payments shall remain in effect, any payment of taxes not made on or before the due date in accordance with this Resolution shall be charged interest from the due date as set forth by law, and this Resolution shall take effect immediately.

RESOLUTION #7-2024*

Designate Officials to Sign Checks

BE IT RESOLVED by the Town Council of the Town of Newton that the Town Manager, the Town Treasurer, and/or the Chief Financial Officer are hereby designated as officials authorized to sign all municipal checks, Water and Sewer Utility checks, and payroll checks during calendar year 20224.

RESOLUTION #8-2024*

Designate Chief Financial Officer/Finance Director as the Individual Authorized to Sell Bond Anticipation Notes for Calendar Year 2024

WHEREAS, it is necessary from time to time for the Town of Newton to sell Bond Anticipation Notes or other Notes for the benefit of the municipality; and

WHEREAS, the Chief Financial Officer/Finance Director is the individual responsible for maintaining the financial records of the Town of Newton;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton as follows:

- 1) The Chief Financial Officer/Finance Director is hereby authorized to sell Bond Anticipation Notes and directed to determine all matters in connection with said Notes not determined by this or subsequent Resolutions.

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- 2) The Chief Financial Officer/Finance Director is directed to report in writing to the Governing Body at the meeting next succeeding the date when the sale or delivery of Notes pursuant to this Resolution is made. Such report is to include the amount, description, interest rate, maturity of the Notes sold, the price obtained, and the name of the purchaser.
- 3) This Resolution shall take effect immediately upon its adoption.

RESOLUTION #9-2024*

Authorize the Tax Assessor, the Town Attorney and the Town Manager to Act on the Behalf of the Town of Newton for Calendar Year 2024 with Regard to Tax Appeals

BE IT RESOLVED, by the Town Council of the Town of Newton that the Municipal Tax Assessor and the Town Attorney are hereby authorized to defend all contest appeals before the Sussex County Board of Taxation and the Tax Court of the State of New Jersey; and

BE IT FURTHER RESOLVED, that the Municipal Tax Assessor and the Town Attorney are also hereby authorized to initiate municipal appeals to correct the Town of Newton tax listing including, but not limited to, rollback complaints, added and omitted assessment complaints, and such other appeals as may be necessary to correct the assessments for the Town of Newton; and

BE IT FURTHER RESOLVED, that the Municipal Tax Assessor, the Municipal Attorney, and the Town Manager are hereby designated as the agents of the Town of Newton for the purpose of signing settlements of the foregoing matters by stipulation for the 2024 Calendar Year.

RESOLUTION #10-2024*

Appointment of Mayor as a Class I Member of the Newton Planning Board

BE IT RESOLVED, by the Town Council of the Town of Newton that Mayor Joh-Paul E. Couce be and is hereby appointed to the Newton Planning Board as a Class I member for the calendar year 2024.

RESOLUTION #11-2024*

Appointment of Town Council Representative as a Class III Member of the Newton Planning Board

BE IT RESOLVED, by the Town Council of the Town of Newton that Deputy Mayor Helen R. Le Frois, be and is hereby appointed to the Newton Planning Board as a Class III member for calendar year 2023.

RESOLUTION #12-2024*

Cancellation of Small Balances

WHEREAS, N.J.S.A. 40A: 5-17.1 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten (\$10.00) dollars; and

WHEREAS, the Town Council of the Town of Newton may authorize the Tax Collector to process, without any further action on the part of the Governing Body, any cancellation of property tax refunds or delinquencies of less than ten (\$10.00) dollars;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton in the County of Sussex, State of New Jersey, that the Tax Collector is hereby authorized to process the cancellation of any property tax refunds or delinquencies of less than ten (\$10.00) dollars.

RESOLUTION #13-2024*

Granting Authority for Approval of Certain Purchases Through New Jersey State Contracts and/or Purchasing Cooperatives

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L. 2011, c.139, the Governing Body may delegate the power to award purchases, contracts, and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Town of Newton is a member; and

WHEREAS, in the interest of streamlining Town operations and improving efficiency, it is the desire of the Mayor and Council to authorize the Purchasing Officer/Qualified Purchasing Agent (QPA) to approve purchases, contracts, and agreements through New Jersey State Contracts and/or Purchasing Cooperatives, subject to provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and P.L.2011, c.139 below the \$44,000.00 threshold in individual purchases and the aggregate as defined by N.J.S.A. 40A:11-2(19);

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Newton that the Purchasing Officer/Qualified Purchasing Agent (QPA) upon receipt of an identified need and direction from the Town is hereby authorized to approve purchases, contracts, and/or agreements through New Jersey State Contracts and/or Purchasing Cooperatives to which the Town of Newton is a member without further action from Council, provided funds are available to cover the expenditure; and

BE IT FURTHER RESOLVED, purchase approvals made by the Purchasing Officer/Qualified Purchasing Agent (QPA) by virtue of the adoption of this Resolution shall be subject to the provisions and requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. and that no amount of any contract shall be in excess of the bid threshold in a single purchase or the aggregate without express individual resolutions authorizing such cooperative purchases by contract number.

RESOLUTION #14-2024*

Resolution Recognizing Town Events and Town Endorsed Events

WHEREAS, the Town of Newton sponsors certain events throughout the year and endorses other privately held events for which it lends specified assistance; and

WHEREAS, the Town Council of the Town of Newton has adopted a policy whereby it will recognize Town and Town endorsed events by Resolution to be considered on an annual basis;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, in the County of Sussex and State of New Jersey, there shall be two categories of events run or endorsed by the Town:

Town Events – Events that are run by the Town.

Town Endorsed Events – Privately held events the Town will provide specified assistance to (some of which will be free, other which will include escrow or other fee payment).

BE IT FURTHER RESOLVED that the list of possible Town events and Town endorsed events for the calendar year 2024 shall be as follows:

Town Events	Town Endorsed Events
Easter Egg Hunt	Memorial Day Parade
Events at Newton Town Pool/Pavilion	Newton Day/Fireworks
Halloween Parade	Taste of Newton
Ladies' Night Out	Holiday Parade/Post-Parade Events
Movie Nights @ Memory Park	
Fall Festival	

Miss Newton Contest	
Flags of Honor	
Town-wide Garage Sale	
Neighbors Helping Neighbors	
Christmas Tree Lighting/Operation Santa	
Summer Music Concert Series	
Newton Recreation Department Events	
Newton Community Development Events	
Saint Patrick's Day Parade	
Sidewalk Sales	

BE IT FURTHER RESOLVED that Town Endorsed Events must meet the following criteria:

1. The event must be sponsored by a nonprofit organization with a physical office location within the Town of Newton or County of Sussex.
2. The event must be open to all Town residents, whether free or by fee.
3. Each organization shall be limited to no more than two events per calendar year.
4. The Greater Newton Chamber of Commerce (GNCC), due to its historic importance and special working relationship with the Town of Newton for decades, shall be limited to no more than six (6) outdoor events per calendar year.
5. Organizations utilizing Town-owned facilities, parks or roadways must be in compliance with all applicable resolutions and ordinances of the Town of Newton, including, but not limited to, Chapter 307 regarding parking and traffic and Chapter 115 concerning fire prevention; and the event shall not interfere with or obstruct contiguous traffic, access to residences or businesses, or the movement of firefighting, first aid or other safety vehicles.
6. Each organization is required to inform the Newton Town Manager's Office in writing the date of an event at least sixty (60) calendar days prior to the event. The written notice must also include any formal request for paid services to be rendered by the Newton DPW and/or the Newton Police Department.
7. The Newton Town Manager shall review all DPW and/or Police requests and determine the amount of escrow funds necessary to be provided by the sponsoring organization to the Town of Newton. Escrow funds must be provided by the sponsoring nonprofit organization to the Town of Newton twenty-one (21) calendar days prior to the date of the scheduled event. Any funds not utilized for the event shall be returned after the event within thirty (30) days by the Town of Newton Finance Department to the sponsoring nonprofit organization.
8. Each organization shall be responsible for providing honest and thorough answers on the "Town of Newton Event Checklist Application" which will be available at the Community Development Office in the Town of Newton. The Community Development Director and Town Manager shall both be required to be signatories on a final event checklist application which must be completed no later than seven (7) calendar days prior to the event. The Town will not charge a fee for any staff or professional review of said Event Checklist Application.
9. Town Endorsed Events may include but not be limited to the following: shows, carnivals, circuses, festivals, fairs, flea markets, outdoor plays, dances, concerts, theatrical events, parades, or sporting events not sponsored by the Town of Newton or Town of Newton recognized league; any event requiring temporary or permanent closure of any Town streets, sidewalks, park areas, or impacting the public health, safety and welfare of the Town or its residents; excludes weddings, funerals, memorials, graduations, or Town-sponsored functions.

RESOLUTION #15-2024*

Resolution Authorizing Compliance with the United States Equal Employment Opportunity Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the Governing Body of each municipality and county to certify their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the Newton Town Council members have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto;

NOW, THEREFORE BE IT RESOLVED, that the Town of Newton hereby states it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying the local unit's hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

RESOLUTION #16-2024*

Appointment of Deborah Danielson as Municipal Recycling Coordinator for Calendar Year 2024

BE IT RESOLVED, by the Town Council of the Town of Newton that Deborah Danielson, be and is hereby appointed as the Town of Newton's Municipal Recycling Coordinator for calendar year 2024.

RESOLUTION #17-2024*

To Confirm/Establish Petty Cash and Change Funds for Calendar Year 2024

WHEREAS, the Town of Newton maintains the following petty cash funds, as approved and recorded with the Division of Local Government Services:

Finance	\$250.00	Treasurer (Max reimbursement \$25 Excludes tax)
Water & Sewer	\$50.00	Treasurer

WHEREAS, The Town of Newton maintains the following change funds:

Tax	\$200.00	Tax Collector
Water & Sewer	\$200.00	Water Sewer Utility Collector
Clerk	\$100.00	Municipal Clerk
Court	\$100.00	Court Administrator
Court	\$100.00	Deputy Court Administrator
Police	\$10.00	Records Clerk
Recreation	\$150.00	Recreation Supervisor

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, that the aforementioned petty cash and change funds are established and confirmed.

RESOLUTION #18-2024*

Appointment of Members of the Town of Newton Ad Hoc Redevelopment Team

WHEREAS, the Town of Newton acknowledges there are potential benefits to the Town of Newton to be gained through the process of redevelopment; and

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WHEREAS, opportunities for beneficial redevelopment should be thoroughly, expeditiously and efficiently evaluated and pursued;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that it hereby appoints individuals in the positions listed below to an ad hoc Redevelopment Team to evaluate and pursue redevelopment opportunities in the Town of Newton for a one-year period from January 1, 2024 through December 31, 2024; and

BE IT FURTHER RESOLVED, that individuals representing the following positions shall be members of the Redevelopment Team, with said meetings to be called by the Town Manager as needed:

Mayor; Deputy Mayor; Town Manager; Town Attorney; Town Planner; Town Engineer; Planning Board Chairperson; Planning Board Attorney; Planning Board Engineer; Redevelopment Counsel; and other professionals and/or staff as deemed necessary by the Town Manager; and

BE IT FURTHER RESOLVED, said Redevelopment Team is a purely advisory group working only in an analytical and advisory capacity and is: (a) not empowered to make any decisions; (b) has no effective authority; (c) is not empowered to act by vote; (d) is not governed by the Open Public Meetings Act; and (e) is not a "Redevelopment Agency" pursuant to N.J.S.A. 40A:12A-11.

RESOLUTION #19-2024*

Appoint Local Emergency Planning Committee for Calendar Year 2024

WHEREAS, Appendix A:9-41 of the NJ Statutes Annotated, and N.J.A.C. 13:64-2.3 pertaining to Emergency Management, requires every New Jersey municipality create a Local Emergency Planning Committee; and

WHEREAS, the individual appointed as the local Emergency Management Coordinator shall also be a member of, and shall serve as Chairman of, said Local Emergency Planning Committee;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that it hereby concurs with the appointment of the individuals recommended by Emergency Management Coordinator Kenneth A. Teets for membership on the Newton Local Emergency Planning Committee for calendar year 2024 as listed below:

- | | |
|------------------------------|---|
| Daniel Finkle | Emergency Management Coordinator |
| Jason Miller | Deputy Emergency Management Coordinator |
| Steven VanNieuwland, Chief | Newton Police Department |
| Thomas S. Russo, Jr. | Newton Town Manager |
| Jason Miller, Chief | Newton Fire Department |
| John-Paul E. Couce, Director | Newton Vol. First Aid and Rescue Squad |
| Kenneth Jaekel | Newton Public Works Supervisor |
| Adam Vough | Assistant Newton Public Works Supervisor |
| Joseph Carr | Licensed Sewer Operator |
| Michael Awertschenko | Licensed Water Operator |
| Teresa Oswin | Newton Municipal Clerk/Deputy Town Manager |
| Kimberly Williams | Community Development Director |
| Kathryn Alcock | Administrative Assistant/Deputy Municipal Clerk |
| Joseph Butto | Newton/Hardyston Construction Official |
| Dr. Joseph S. Piccirillo | Newton School Superintendent |

BE IT FURTHER RESOLVED, if any positions become held by different individuals in the 2024 calendar year, then said individuals will assume the aforementioned titled responsibilities on the Newton Local Emergency Planning Committee.

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RESOLUTION #20-2024*

Designation of Theresa Schlosser as Tax Search Officer for the Town of Newton for 2024

WHEREAS, N.J.S.A. 54:5-11 provides that each municipality within the State of New Jersey shall designate a person to act as the Tax Search Officer for the municipality; and

WHEREAS, Theresa Schlosser, as Certified Tax Collector for the Town of Newton, is qualified to make examinations of the municipalities records as to unpaid municipal liens and to certify the results of that examination;

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Newton hereby designates Theresa Schlosser as the Tax Search Officer for the Town of Newton for calendar year 2024.

RESOLUTION #21-2024*

Appointment of Michelle J. Teets as Town Council Liaison to the Newton Board of Education

BE IT RESOLVED, by the Town Council of the Town of Newton that Councilmember Michelle J. Teets be and is hereby appointed as the Town of Newton liaison to the Newton Board of Education for calendar year 2024.

RESOLUTION #22-2024*

Appointment of Sandra Lee Diglio as Town Council Liaison to the Economic Development Advisory Commission

BE IT RESOLVED, by the Town Council of the Town of Newton that Councilmember Sandra Lee Diglio be and is hereby appointed to the Economic Development Advisory Commission as the Town Council liaison member for calendar year 2024.

RESOLUTION #23-2024*

Appointment of Matthew S. Dickson as Town Council Liaison to the Historic Preservation Advisory Commission

BE IT RESOLVED, by the Town Council of the Town of Newton that Councilmember Matthew S. Dickson be and is hereby appointed to the Historic Preservation Advisory Commission as the Town Council liaison member for calendar year 2024.

RESOLUTION #24-2024*

Resolution Affirming the Current Fund Balance Policy

WHEREAS, The Town of Newton adopted Resolution 101-2014 establishing a Fund Balance Policy for the Current Fund on June 9, 2014; amended it by the adoption of Resolution 50-2019 on January 28, 2019; renewed it by the adoption of Resolution 25-2023 on January 5, 2023; and amended it by the adoption of Resolution 84-2023 on February 13, 2023; and

WHEREAS, the Fund Balance Policy has been reviewed by the Town Manager and Town Auditor of the Town of Newton and it is recommended appropriate to renew the Policy;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that it hereby resolves and agrees to renew the Current Fund Balance Policy with the following guidelines:

1. The Town of Newton shall establish or maintain fund balance, whereby the percentage of fund balance anticipated to the total budget will not exceed 15%.
2. The Town of Newton hereby establishes the policy of maintaining an end of the calendar year fund balance, which is between 3%-10% of the prior year tax levy.
3. The Governing Body will not anticipate more fund balance than the statutory excess of fund balance of the prior year (amount collected). If the fund balance anticipated will exceed the statutory excess of the prior year, a reason must be stated at an open budget meeting. A plan shall be developed to restore fund balance within a three-year period.
4. Amounts appropriated in the ensuing budget, which reduce the fund balance below the policy guidelines for the purpose of reducing the ensuing year's property tax levy, may be made only upon a specific vote of the Governing Body.
5. The Governing Body, by vote, can declare a fiscal emergency and withdraw any amount of General Fund balance for purposes of addressing the fiscal emergency. Any such action must also provide a plan to restore fund balance to the Target policy level within a five-year period.
6. This policy will be reviewed by the Governing Body every three (3) years following adoption or sooner at the direction of the Governing Body.

RESOLUTION #25-2024*

Resolution Affirming the Water Sewer Utility Fund Balance Policy

WHEREAS, The Town of Newton adopted Resolution 107-2014 establishing a Fund Balance Policy for the Water Sewer Utility on June 9, 2014; amended it by the adoption of Resolution 49-2019 on January 28, 2019; renewed it by the adoption of Resolution 26-2023 on January 5, 2023; and amended it by the adoption of Resolution 87-2023 on February 13, 2023; and

WHEREAS, the Fund Balance Policy for the Water Sewer Utility has been reviewed by the Town Manager and Town Auditor of the Town of Newton and it is recommended appropriate to renew the Policy;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that it hereby resolves and agrees to renew the Water Sewer Utility Fund Balance Policy with the following guidelines:

1. The Town of Newton shall establish or maintain fund balance, whereby the percentage of fund balance anticipated to the total budget will not exceed 15%.
2. The Town of Newton hereby establishes the policy of maintaining an end of the calendar year fund balance, which is between 3%-10% of the prior year tax levy.
3. The Governing Body will not anticipate more fund balance than the statutory excess of fund balance of the prior year (amount collected). If the fund balance anticipated will exceed the statutory excess of the prior year, a reason must be stated at an open budget meeting. A plan shall be developed to restore fund balance within a three-year period.
4. Amounts appropriated in the ensuing budget, which reduce the fund balance below the policy guidelines for the purpose of reducing the ensuing year's property tax levy, may be made only upon a specific vote of the Governing Body.
5. The Governing Body, by vote, can declare a fiscal emergency and withdraw any amount of General Fund balance for purposes of addressing the fiscal emergency. Any such action must also provide a plan to restore fund balance to the Target policy level within a five-year period.
6. This policy will be reviewed by the Governing Body every three (3) years following adoption or sooner at the direction of the Governing Body.

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RESOLUTION #26-2024*

APPOINTMENT OF VIRGINIA RAFFERY AS CLEAN COMMUNITIES COORDINATOR FOR THE TOWN OF NEWTON FOR 2024

BE IT RESOLVED, by the Town Council of the Town of Newton that Virginia Raffery be and is hereby appointed as the Clean Communities Coordinator for the Town of Newton during calendar year 2024.

RESOLUTION #28-2024*

Appointment of the Municipal Auditor for the Town of Newton for Calendar Year 2022

WHEREAS, the Town of Newton has a need to acquire auditing services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the anticipated term of this contract is for calendar year 2024; and

WHEREAS, auditing service is a professional service as defined by the Local Public Contracts Law and is, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i); and

WHEREAS, Nisivoccia LLP has submitted a proposal dated December 19, 2023 indicating they will provide the 2024 auditing services for \$32,250.00, prepare the Annual Financial Statement in the NJ DLGS FAST System for \$3,500.00, and review and certify the budget for \$2,000.00; additional services, should they be required, would be billed at amounts set forth in the contract with hourly rates not to exceed \$195.00 per hour; and

WHEREAS, Nisivoccia LLP has completed and submitted a Business Entity Disclosure Certification which certifies Nisivoccia LLP has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit Nisivoccia LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has certified, subject to the availability and appropriation of sufficient funds in the 2024 budgets, funds will be provided in the 2024 Municipal Current Budget – Audit Services #20-135-224 in the amount of \$24,550.00 and in the 2024 Water Sewer Utility Budget – Audit Services #56-501-224 in the amount of \$13,200.00 to support an agreement with Nisivoccia in the total amount of \$37,750.00;

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with Nisivoccia LLP as described herein; and

BE IT FURTHER RESOLVED, the Business Disclosure Entity Certification and the Determination of Value be filed in the Municipal Clerk's office; and

BE IT FURTHER RESOLVED, notice of this action shall be published once in the New Jersey Herald.

RESOLUTION #29-2024*

Adoption of the Temporary Current Operating Budget and Temporary Water and Sewer Budget for 2024

WHEREAS, funds are needed to operate the Municipal Government and the Water and Sewer Utility for the first ninety (90) days of calendar year 2024; and

WHEREAS, N.J.S.A. 40A:4-19 provides for adoption of a Temporary Budget, not to exceed twenty-six and one-quarter percent (26.25%) of the total of the appropriations made for all purposes in the budget for the preceding year excluding, in both instances, appropriations made for interest and debt redemption charges, capital improvement

fund, and public assistance;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the 2024 Temporary Operating Budget and the 2024 Temporary Water and Sewer Utility Budget be and are hereby approved, pending adoption of the 2024 Annual Municipal Budget and the 2024 Water and Sewer Utility Budget.

2024 TEMPORARY CURRENT BUDGET CALCULATION

\$ 16,426,756.	Total 2023 Budget
1,932,661.	Less: Debt (principal & interest)
-0-	Less: Public Assistance
<u>265,000.</u>	Less: Capital Improvements
\$14,229,095.	Amount on which % is applied
x <u>.2625</u>	Percentage increase allowed by state
\$ 3,735,137.	Allowable 2024 Temporary Budget

APPROPRIATIONS NOT SUBJECT TO 26.25% INCREASE

Capital Improvements	OE	44-900-000	100,000
Debt Service	OE	45-920-300	600,000

2024 TEMPORARY WATER AND SEWER BUDGET

	<u>2023 BUDGET</u>	<u>2024 TEMPORARY BUDGET</u>
Salaries and Wages	\$ 1,147,170	\$ 301,132
Other Expenses	2,749,030	721,620
DCRP	1,000	263
PE R S	41,900	10,999
Unemployment	4,300	1,129
Social Security System	<u>86,480</u>	<u>22,701</u>
	4,029,880	1,057,844
	x <u>.2625</u>	
	\$ 1,057,844	

TOTAL 2024 TEMPORARY WATER & SEWER BUDGET \$ 1,057,844

TOTAL 2024 TEMPORARY W&S CAPITAL IMPR BUDGET \$ 450,000

TOTAL 2024 TEMPORARY W&S DEBT SERVICE BUDGET \$ 200,000

RESOLUTION #30-2024*

“Authorize the Execution of an Agreement for Auditing Services for Review of Statement of Assets Available for Benefits for LOSAP with Nisivoccia LLP”

WHEREAS, the Town of Newton will require the services of a qualified Auditor to examine the Statement of Net Assets Available for Benefits for the Town of Newton’s Emergency Services Volunteer Length of Service Award Program (LOSAP) as of December 31, 2023; and

WHEREAS, auditing service is a professional service as defined by the Local Public Contracts Law and is, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i); and

WHEREAS, the accounting firm Nisivoccia LLP has furnished an appropriate contract for said services for a maximum contract amount of \$2,000.00; and

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WHEREAS, Nisivoccia LLP has completed and submitted a Business Entity Disclosure Certification which certifies that said firm has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit the firm from making any reportable contributions through the term on the contract; and

WHEREAS, the anticipated term of this contract is for calendar year 2024; and

WHEREAS, the Chief Financial Officer has certified that funds will be provided in the 2024 Municipal Current Budget – Audit Services #20-135-200 to support this agreement with Nisivoccia LLP in the amount not to exceed \$2,000.00;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the Town Manager is hereby authorized to execute a contract on behalf of the municipality for review of their LOSAP Statement of Net Assets Available for Benefit and said contract will remain on file in the Municipal Clerk's office; and

BE IT FURTHER RESOLVED, that a copy of the fully executed contract be forwarded to Nisivoccia LLP and that notice of this award be published in accordance with the Local Public Contracts Law.

RESOLUTION #31-2024*

Authorize and Direct the Tax Collector to Sell Municipal Liens in Accordance with New Jersey Law in 2024

WHEREAS, the Governing Body of the Town of Newton in the County of Sussex, New Jersey, desires to collect all taxes, assessments, and other municipal charges that are now delinquent; and

WHEREAS, the Tax Collector is directed to sell all municipal delinquencies through December 31, 2023 in a manner prescribed by NJSA 54:5-19 and amended by Chapter 99, Public Laws of 1998;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the Tax Collector is hereby authorized and directed to sell all municipal liens in accordance with the New Jersey Statutes, as described above, and that said sale shall take place in 2024.

RESOLUTION #32-2024*

Authorize the Award of a Required Disclosure Contract for David B. Simmons, Jr., of Harold E. Pellow & Associates, Inc., as Water Engineer for the Town of Newton for Calendar Year 2024

WHEREAS, the Town of Newton requires the services of a qualified Water Engineer for the Town of Newton on an annual basis through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Sean Canning, QPA, of the Canning Group, LLC, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of the services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the 2024 calendar year; and

WHEREAS, David B. Simmons, Jr., of Harold E. Pellow & Associates, Inc., in the aggregate is expected to exceed the pay to play threshold of \$17,500.00; and

WHEREAS, David B. Simmons, Jr., has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies David B. Simmons, Jr., of Harold E. Pellow & Associates, Inc., has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous

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one (1) year, and the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$55,000.00 will be encumbered as follows:

2024 Water Sewer Utility Budget – Engineer Contractual #09-201-56-502-216

“The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Town of Newton is not obligated to spend that amount.”

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with David B. Simmons, Jr., of Harold E. Pellow & Associates, Inc., not to exceed \$55,000.00 for the 2024 calendar year; and

BE IT FURTHER RESOLVED, the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #33-2024*

Appointment of Various Attorneys for Calendar Year 2024

WHEREAS, the Town of Newton has a need to acquire legal counsel for certain specific matters under non-fair and open contracts pursuant to provisions of N.J.S.A. 19:44A-20; and

WHEREAS, said professional services will be needed by the Town of Newton during calendar year 2024, and appropriate agreements for the appointment of each attorney have been prepared and executed by said attorneys; and

WHEREAS, the below named professionals have completed and submitted a Business Entity Disclosure Certification which certifies each professional has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit the professional from making any reportable contributions through the term of the contract; and

WHEREAS, the anticipated term of each individual contract is one (1) year;

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Mayor and Municipal Clerk to execute an agreement in duplicate with each professional listed below:

Eric M. Bernstein, Esq., of Eric M. Bernstein & Associates, LLC	Municipal Attorney
Steven M. Siegel, Esq., of The Law Offices of Timothy P. Downs, LLC	Municipal Prosecutor
Robert B. McBriar, Esq., of Schenck, Price, Smith & King, LLP	Tax Appeal & Municipal Conflict Attorney
James T. Prusinowski, Esq., of Trimboli & Prusinowski, LLC	Labor Relations Attorney
Daniel P. Agatino, J.D., PhD Gruber, Colabella, Liuzza & Thompson	Municipal Public Defender
Martin Allen, Esq. of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, P.C.	Tax Appeal Conflict Attorney

BE IT FURTHER RESOLVED, a fully executed copy of each agreement be provided to each of the respective attorneys with a certified copy of this Resolution and advertised according to State Statute.

RESOLUTION #34-2024*

Authorize the Award of a Required Disclosure Contract for J. Caldwell & Associates, LLC as Planner for the Town of Newton for Calendar Year 2024

WHEREAS, the Town of Newton requires the services of a qualified Planner for the Town of Newton on an annual basis through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Sean Canning, QPA, of the Canning Group, LLC, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of the services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the 2024 calendar year; and

WHEREAS, J. Caldwell & Associates, LLC, in the aggregate is expected to exceed the pay to play threshold of \$17,500.00; and

WHEREAS, J. Caldwell & Associates, LLC has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies J. Caldwell & Associates, LLC has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$110,000.00 will be encumbered as follows:

- 2024 Current Budget – Community Development Consultant, Planning Board Consultant**
- 2024 Water Sewer Utility Budget – Consultant**
- Trust Escrow Accounts as applicable**
- General Capital – Redevelopment**
- Grants – Neighborhood Preservation Program and Historic**

“The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Town of Newton is not obligated to spend that amount.”

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with J. Caldwell & Associates LLC, not to exceed \$110,000.00 for the 2024 calendar year; and

BE IT FURTHER RESOLVED, the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #35-2024*

Appointment of Keith Mitchell of the Mitchell Insurance Agency as Insurance Agent for Calendar Year 2024

WHEREAS, the Town Council of the Town of Newton previously appointed local insurance agents to provide insurance coverage on behalf of the municipality; and

WHEREAS, said insurance services will be needed during calendar year 2024;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that Mr. Keith Mitchell, of the Mitchell Agency, 29 Trinity Street, Newton, NJ 07860, be named as agent of record effective January 1, 2022 for the following insurance policies:

- a) Package SIF2024-07860
- b) Workers' Compensation WC2024-07860
- c) Umbrella Policy SIF2024-07860
- d) Fire Accident Insurance VFP-4231-3258E-6
- e) Fire Life AD&D Insurance GL163635

BE IT FURTHER RESOLVED, that the above named insurance agent is appointed to provide insurance services without competitive bidding as a “professional service” in

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accordance with N.J.S.A. 40A:11-1(1)(a) of the Local Public Contracts Law, because the services to be provided are of a nature requiring specific professional skills and knowledge; and

BE IT FURTHER RESOLVED, that notice of this action shall be published once in the New Jersey Herald.

RESOLUTION #36-2024*

Reappointment of Certain Board and Commission Members”

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the following appointments be made:

<u>Board/Commission</u>	<u>Name</u>	<u>Term</u>	<u>Expiration Date</u>
Advisory Board of Health	Dr. John Craddock	5 Years	December 31, 2028
Economic Development	Rachel Bucci	3 Years	December 31, 2026
Economic Development	Vicki Hall-Romer	3 Years	December 31, 2026
Economic Development	Daniel Hayek	3 Years	December 31, 2026
Historic Preservation	Ralph Porter	4 Years	December 31, 2027
Newton Housing Authority	Keith Koeppel	5 Years	April 30, 2028
Parking Authority	Robert Boyle	5 Years	December 31, 2028
Planning Board	Vick Hall-Romer	4 Years	December 31, 2027
Planning Board	John Ragsdale	4 Years	December 31, 2027
Recreation Commission	Danielle Gyles-Zito	5 Years	December 31, 2028
Utility Advisory Board	Ralph Carchia	5 Years	December 31, 2028

RESOLUTION #37-2024*

Authorize the Award of a Required Disclosure Contract for Frederick J. Margron, P.E., REM, CEA, of the firm Professional Consulting, Inc., as Sewer Engineer for the Town of Newton for Calendar Year 2024

WHEREAS, the Town of Newton requires the services of a qualified Sewer Engineer for the Town of Newton on an annual basis through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Sean Canning, Q.P.A., of the Canning Group, LLC, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of the services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the 2024 calendar year; and

WHEREAS, Frederick J. Margron, P.E., REM, CEA, of the firm Professional Consulting, Inc., in the aggregate is expected to exceed the pay to play threshold of \$17,500.00; and

WHEREAS, Frederick J. Margron, has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies Frederick J. Margron, P.E., REM, CEA, of the firm Professional Consulting, Inc., has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit them from making any reportable contributions through the term of the contract; and

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WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$75,000.00 will be encumbered as follows:

2024 Water Sewer Utility Budget - Engineer Contractual #56-504-216 - \$60,000.00

2024 Water Sewer Utility Budget - Consulting Service #56-501-216 - \$15,000.00

"The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Town of Newton is not obligated to spend that amount."

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with Frederick J. Margron, P.E., REM, CEA, of the firm Professional Consulting, Inc., not to exceed \$75,000.00 for the 2024 calendar year; and

BE IT FURTHER RESOLVED, the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #38-2024*

Authorize an Agreement with Holzhauer & Holenstein, LLC for Appraisal Services for Defense of State Level Tax Appeals in Calendar Year 2024

WHEREAS, the Town of Newton anticipates the need for a professional appraiser and consultant in connection with emerging and ongoing tax appeal litigation within the Town of Newton; and

WHEREAS, Michael E. Holenstein of Holzhauer & Holenstein, LLC has submitted a proposal for his continued appraisal services to defend such tax appeals, which is acceptable to the Town of Newton Governing Body; and

WHEREAS, appraisal service is a professional service as defined by the Local Public Contracts Law and is, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i); and

WHEREAS, the anticipated term of this contract is one (1) year, January 1, 2024 through December 31, 2024; and

WHEREAS, the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$17,500.00 will be encumbered as follows:

01-201-20-150-216 TAX ASSESS - OE - CONSULTANT SERVICES

"The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Town of Newton is not obligated to spend that amount."

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Newton hereby authorizes the execution of an agreement with Holzhauer & Holenstein, LLC, for appraisal services as outlined in Mr. Holenstein's proposal; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to Holzhauer & Holenstein, LLC and a notice of this agreement be in the newspaper of record published in accordance with the Local Public Contracts Law.

RESOLUTION #39-2024*

Appointment of Alan Abramson as Volunteer Senior Citizen Coordinator for the Town of Newton for 2024

January 4, 2024

BE IT RESOLVED, by the Town Council of the Town of Newton, that Alan Abramson be and is hereby appointed as the volunteer Senior Citizen Coordinator for the Town of Newton during calendar year 2024.

RESOLUTION #40-2024*

Authorizing the Town of Newton to Enter into an Agreement with EXCEL Environmental Resources, Inc., for Environmental Engineering Services for Calendar Year 2024

WHEREAS, the Town of Newton is in need of environmental engineering services for calendar year 2024; and

WHEREAS, EXCEL Environmental Resources, Inc., can provide environmental engineering services, in accordance with N.J.S.A. 40A:11-9; and

WHEREAS, environmental engineering services are exempt from bidding requirements per N.J.S.A. 40A:11-3, et. seq.; and

WHEREAS, the Town of Newton desires to enter into an agreement with EXCEL Environmental Resources, Inc., for environmental engineering services, effective January 1, 2024 through December 31, 2024, based on the proposal dated October 27, 2023;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, County of Sussex, State of New Jersey, as follows:

1. This resolution hereby serves as an Agreement between the Town of Newton and EXCEL Environmental Resources, Inc., for environmental engineering services for calendar year 2024; and
2. A copy of this resolution and EXCEL Environmental Resources, Inc., proposal dated October 27, 2023 be placed on file in the Municipal Clerk's Office.

RESOLUTION #41-2024*

Authorize the Award of a Required Disclosure Contract for DeCotiis, FitzPatrick, Cole and Giblin, LLC for Redevelopment Counsel for 2024

WHEREAS, there exists a need for specialized legal services for the Town of Newton, in the County of Sussex, New Jersey in connection with the redevelopment program in the Town; and

WHEREAS, such special legal services can be provided best by a recognized Redevelopment Counsel firm, and the law firm of DeCotiis, FitzPatrick, Cole and Giblin, LLC, Paramus, New Jersey is so recognized by the financial community; and

WHEREAS, subject to the Governing Body appropriating sufficient funds in the 2024 Budget the Chief Financial Officer will certify funds pursuant to NJAC 5:30-5.5 (b2) open-end contract:

Amounts, not to exceed \$75,000, will be encumbered when services are ordered directly against the applicable General Capital ordinances, Legal accounts, Water Sewer Capital ordinances, Trust escrow accounts, or the 2024 Current Budget – Community Development #01-201-21-181-216.

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF NEWTON, IN THE COUNTY OF SUSSEX AS FOLLOWS:

3. The law firm of DeCotiis, FitzPatrick, Cole and Giblin, LLC, Paramus, New Jersey is hereby retained to provide the specialized legal services necessary in connection with redevelopment in accordance with an Agreement based on the proposal dated as of October 12, 2023 and submitted to the Town (the "Contract").

January 4, 2024

4. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a), because it is for services performed by persons authorized by law to practice a recognized profession.
5. The services to be rendered by DeCotiis, FitzPatrick, Cole and Giblin, LLC, shall be on an "as needed" requirement, as sought by the Town of Newton in an amount **not to exceed \$75,000.00**.
6. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Town and notice of this action shall be published once in the New Jersey Herald.

RESOLUTION #42-2024*

Authorize the Award of a Required Disclosure Contract for Gibbons P.C. for Bond Counsel for 2024

WHEREAS, there exists a need for specialized legal services for the Town of Newton, in the County of Sussex, New Jersey in connection with the authorization and/or issuance of bonds in the Town; and

WHEREAS, such special legal services can be provided best by a recognized Bond Counsel firm, and the law firm of Gibbons P.C., Newark, New Jersey is so recognized by the financial community; and

WHEREAS, subject to the Governing Body appropriating sufficient funds in the 2024 Budget the Chief Financial Officer will certify funds pursuant to NJAC 5:30-5.5 (b2) open-end contract:

Amounts, not to exceed \$25,000, will be encumbered when services are ordered directly against the applicable General Capital ordinances, Legal accounts, Water Sewer Capital ordinances, and/or Trust escrow accounts.

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised;

NOW, THEREFORE BE IT RESOLVED BY THE TOWN OF NEWTON, IN THE COUNTY OF SUSSEX AS FOLLOWS:

1. The law firm of Gibbons P.C., Newark, New Jersey is hereby retained to provide the specialized legal services necessary in connection with Bond Counsel in accordance with an Agreement submitted to the Town (the "Contract").
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The services to be rendered by Gibbons P.C., shall be on an "as needed" requirement, as sought by the Town of Newton in an amount **not to exceed \$25,000.00**.
4. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Town and notice of this action shall be published once in the New Jersey Herald.

RESOLUTION #43-2024*

Approval of the Execution of a Shared Services Agreement with Stillwater Township to Provide Animal Control Services for Calendar Year 2024

WHEREAS, the Township of Stillwater ("Stillwater") wishes to obtain animal control services from the Town of Newton ("Newton"); and

WHEREAS, the Town of Newton ("Newton") is willing to enter into a Shared Services Agreement with Stillwater to provide the requested animal control services to Stillwater; and

January 4, 2024

WHEREAS, the parties desire to enter into a Shared Services Agreement, a copy of which is attached, which sets forth the terms and conditions of the shared animal control services for the period commencing January 1, 2024 through and including December 31, 2024; and

WHEREAS, these types of shared services are just what the State of New Jersey envisioned when it seeks to encourage same through the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Town Council of the Town of Newton, County of Sussex, State of New Jersey that the Mayor and Town Clerk are hereby authorized, on behalf of the Town of Newton, to execute a Shared Services Agreement with the Township of Stillwater to provide animal control services to Stillwater for the Period of January 1, 2024 through December 31, 2024.

RESOLUTION #45-2024*

Procedure for Claimant Certification

WHEREAS, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows for greater flexibility for local units when implementing the claimant certification requirement set forth in N.J.S.A. 40A:5-16(a); and

WHEREAS, the local units are now given discretion to require a claimant certification as it deems necessary and appropriate; and

WHEREAS, the Chief Financial Officer, Monica B. Miebach of the Town of Newton, recommends a claimant signature only be required for the following:

- Transactions above the dollar threshold of \$6,600
- Reimbursement to Town Employees
- Sole Proprietors
- Deposits in advance of work and travel

WHEREAS, the Chief Financial Officer and Town Manager recommend the adoption of this Claimant Signature policy;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Newton that, effective immediately, Claimant Certification be waived on the Town Purchase Orders with the exceptions noted above.

RESOLUTION #46-2024*

Award of an Insurance Broker of Record Contract for Employee Benefits

WHEREAS, the Town of Newton (the "Town") requires the services of an insurance broker of record in order to oversee the Town's employee benefits program including medical, prescription, dental, vision, and Cobra administration as determined by the Town; and

WHEREAS, the Town is presently a member of the North Jersey Municipal Employee Benefits Fund ("NJMEBF"); and

WHEREAS, Health Insurance Broker and/or the Town's program administrator/representative to the NJMEBF is exempt from public bidding and may be awarded via resolution pursuant to N.J.S.A. 40A:11-5(m), in accordance with the requirements for extraordinary unspecifiable services; and

WHEREAS, The Vozza Agency (“Broker”) is qualified to provide the above referenced services; and

WHEREAS, the Town is hereby authorized and directed to execute a Broker of Record authorization and to cause a notice of this decision to be published in accordance with N.J.S.A. 40A:11-5.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton as follows:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
 2. This agreement is hereby authorized and approved.
 3. The Vozza Agency is hereby appointed to represent the Town as Broker of Record for employee benefits including medical, prescription, dental, vision, and Cobra administration.
 4. The Vozza Agency is here appointed and designated as the Program Administrator/Town representative to NJMEBF.
 5. The Town is hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.
- This resolution shall be effective immediately.

RESOLUTION 47-2024*

Reimburse Town Employees for Vehicle Expenses for Calendar Year 2024

WHEREAS, certain Town of Newton employees use their private vehicles in connection with Town business; and

WHEREAS, such employees routinely use their vehicles for travel within Sussex County; and

WHEREAS, it is appropriate to reimburse said Town employees for use of their personal vehicles;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that the employees listed below receive the following **quarterly** allowances for all vehicular trips within Sussex County effective January 1, 2024:

<u>Employee</u>	<u>Position</u>	<u>Estimated Miles/Qtr.</u>	<u>Quarterly Amount</u>
Scott Holzhauer	Tax Assessor	200 miles	\$136.00
Danielle Finkle	Recreation Supervisor	200 miles	\$136.00
Anthony Perigo	Deputy Fire Chief	350 miles	\$238.00

BE IT FURTHER RESOLVED, the following employees are to receive an **annual** stipend for vehicular trips for Town banking purposes:

<u>Employee</u>	<u>Position</u>	<u>Amount</u>
Theresa Schlosser	Tax Collector	\$175.00
Jacki Shackleton	Utility Collector	\$175.00

BE IT FURTHER RESOLVED, that for out-of-town business trips, employees, and officers of the Town of Newton who use their personal means of transportation shall be reimbursed, in accordance with the IRS standard allowance for business miles driven, in effect at the time of travel, from Newton to the point of destination and return during calendar year 2024.

January 4, 2024

RESOLUTION #48-2024*

Authorize the Award of a Required Disclosure Contract for Paulus, Sokolowski and Sartor, LLC as Alternate Water and Sewer Engineers for the Town of Newton for Calendar Year 2024

WHEREAS, the Town of Newton requires the services of a qualified alternate Water and Sewer Engineer for the Town of Newton on an annual basis through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, Sean Canning, QPA, of the Canning Group, LLC, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of the services will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the 2024 calendar year; and

WHEREAS, the firm Paulus, Sokolowski and Sartor, LLC, in the aggregate is expected to exceed the pay to play threshold of \$17,500.00; and

WHEREAS, Paulus, Sokolowski and Sartor, LLC, has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies Paulus, Sokolowski and Sartor, LLC., has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$55,000.00 will be encumbered as follows:

2024 Water Sewer Utility Budget - Engineer Contractual #56-504-216- \$55,000.00

"The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Town of Newton is not obligated to spend that amount."

NOW, THEREFORE BE IT RESOLVED, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with Paulus, Sokolowski and Sartor, LLC not to exceed \$55,000.00 for the 2024 calendar year; and

BE IT FURTHER RESOLVED, the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #49-2024*

Authorize the Award of a Required Disclosure Contract for KKPR Marketing and Public Relations

WHEREAS, the Town of Newton has a need to maintain an informative website, promote its marketing events through social media and other venues, and ensure the public is well informed regarding events sponsored by the Town of Newton and others, by KKPR Marketing and Public Relations, through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Sean Canning, QPA, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of this contract will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is for the 2024 calendar year; and

WHEREAS, the services of KKPR Marketing and Public Relations in the aggregate is expected to be in excess of the pay to play threshold of \$17,500.00; and

WHEREAS, KKPR Marketing and Public Relations has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which

January 4, 2024

certifies KKPR Marketing and Public Relations has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit KKPR Marketing and Public Relations, from making any reportable contributions through the term of the contract; and

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$20,210.00 will be encumbered as follows:

2024 Current Budget	
#01-201-20-100-221	\$13,140.00
2024 Water Sewer Budget	
#09-201-56-501-221	\$7,070.00

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with KKPR Marketing and Public Relations not to exceed \$20,210.00 for the 2024 calendar year; and

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Municipal Clerk's Office.

RESOLUTION #50-2024*

Reappointment of Jessica M. Vollero as Animal Control Officer for the Town of Newton

WHEREAS, N.J.S.A. 4:19-15.16b, states a Governing Body of a municipality shall appoint a certified Animal Control Officer who shall be responsible for animal control within the jurisdiction; and

WHEREAS, Jessica M. Vollero, has successfully satisfied the requirements pursuant to P.L. 1983 Chapter 525 as a Certified Animal Control Officer;

NOW, THEREFORE BE IT RESOLVED, that the Town Council of the Town of Newton hereby reappoints Jessica M. Vollero as the Animal Control Officer for the Town of Newton for calendar year 2024.

RESOLUTION #51-2024*

Authorizing the Town of Newton to Enter into an Agreement with The Canning Group, LLC for the Provision of Qualified Purchasing Agent Services for Calendar Year 2024

WHEREAS, the Town of Newton is in need of Qualified Purchasing Agent ("QPA") services; and

WHEREAS, The Canning Group, LLC can provide QPA services, in accordance with N.J.S.A. 40A:11-9; and

WHEREAS, QPA services are exempt from bidding requirements per N.J.S.A. 40A:11-3, et. seq.; and

WHEREAS, the Town of Newton desires to enter into an agreement with The Canning Group, LLC for QPA services, effective January 1, 2024 through December 31, 2024, based on the proposal submitted September 1, 2023 in the amount of \$8,500.00;

WHEREAS, as required by N.J.S.A. 40A:4-57, N.J.A.C. 5:34-5.1 et seq., the Chief Financial Officer hereby certifies subject to the Governing Body appropriating sufficient funds in the 2024 Temporary and Permanent budgets, funds NOT TO EXCEED \$8,500.00 will be encumbered as follows:

2024 Current Budget	
#01-201-21-181-216	\$5,525.00

2024 Water Sewer Budget

#09-201-56-501-216 \$2,975.00

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, County of Sussex, State of New Jersey, as follows:

- 7. The Town Manager is hereby authorized to execute the Agreement between the Town of Newton and The Canning Group, LLC for QPA services based on the proposal submitted dated September 1, 2023 in the amount of \$8,500.00; and
- 8. Sean P. Canning, MPA, QPA is hereby appointed as Qualified Purchasing Agent for the Town of Newton effective January 1, 2024 through December 31, 2024.

RESOLUTION #52-2024*

Authorizing the Town of Newton to Enter into an Agreement with Phoenix Advisors, LLC in Connection with the Continuing Disclosure Requirements as our Independent Registered Municipal Advisor

WHEREAS, the Town of Newton ("Town") needs to engage the professional services of a financial advisory firm to advise the Town in connection with the Continuing Disclosure Requirements and issuance of Bonds and/or Notes and other matters relating to fiscal management; and

WHEREAS, Phoenix Advisors, LLC ("Phoenix"), 625 Farnsworth Avenue, Bordentown, NJ, 08505, provides such professional advisory services, and is a Registered Municipal Advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board, and has heretofore been appointed by the Town to provide the same for the calendar year 2024; and

WHEREAS, Phoenix will perform, as Financial Advisor, tasks more fully described in the proposal dated December 2023, and attached is the Agreement as Exhibit "A"; and

WHEREAS, the Town will compensate Phoenix for Financial Advisory Services, in accordance with the Agreement dated December 2023, as set forth in Section 2 of said Agreement; and

WHEREAS, the parties desire hereby to set forth the full terms and conditions under which Phoenix will provide professional advisory services to the Town, as set forth in the Agreement attached hereto;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, County of Sussex, State of New Jersey that the Town Manager is hereby authorized to execute an agreement with Phoenix Advisors, LLC in connection with the issuance of Bonds and/or Anticipation Notes, also all Continuing Disclosure Requirements.

RESOLUTION #53-2024*

Transfer of School Monies for the Period from January 1, 2024 to June 30, 2024

BE IT RESOLVED, by the Town Council of the Town of Newton that the Town Treasurer be authorized to turn over to the Treasurer of School Monies, as monies become available, \$7,061,068.00 to meet the obligations of the Newton Board of Education, inclusive of Debt Service, in accordance with the Statutes and the request of the Board of Education of Newton;

Amount of Tax Voted (Inclusive of Debt Service)	\$14,122,137.00
Amount Received to Date	7,061,069.00
Amount of This Request	<u>7,061,068.00</u>
Balance Due Board of Education	.00

January 4, 2024

RESOLUTION #54-2024*

Resolution to Appoint a Temporary Judge for the Shared Municipal Court of Green Township and the Town of Newton

WHEREAS, the Town of Newton has a need for a temporary Judge for the Shared Court of Green Township and the Town of Newton; and

WHEREAS, the Honorable Michael A. Carlucci, JMC has been assigned as temporary Judge for the Town of Newton for the 2024 calendar year; and

WHEREAS, the monthly compensation for the Honorable Michael A. Carlucci, JMC will be the responsibility of the Town of Newton as follows:

Newton:	\$3,220.33
<u>Green:</u>	<u>\$416.67</u>
Monthly Total:	\$3,637.00

NOW, THEREFORE BE IT RESOLVED, the Honorable Michael A. Carlucci, JMC will serve as temporary Judge for the Shared Court of Green Township and the Town of Newton for the 2024 calendar year.

RESOLUTION #55-2024*

Authorize Submission of a Strategic Plan for the Municipal Alliance for Grant Cycle July 2024-June 2025

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth, and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, the Town Council of the Town of Newton, County of Sussex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, the Town Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Town Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Sussex;

NOW, THEREFORE BE IT RESOLVED, by the Town of Newton, County of Sussex, State of New Jersey hereby recognizes the following:

1. The Town Council does hereby authorize submission of a strategic plan for the **Action Municipal Alliance** grant for fiscal year 2025 in the amount of:

GCADA GRANT FUND	<u>\$ 6,037.00</u>
Cash Match	<u>\$ 1,509.25</u>
In-Kind	<u>\$ 4,527.75</u>
2. The Town Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: _____
John-Paul E. Couce, Mayor

January 4, 2024

RESOLUTION #56-2024*

Appointment of Chirag D. Mehta, Esq., as the Town of Newton's Alternate Municipal Prosecutor for Calendar Year 2024

WHEREAS, Steven M. Siegel, Esq., currently serving as the Town of Newton's Municipal Prosecutor, has indicated an Alternate Municipal Prosecutor may be needed occasionally by the Town of Newton during calendar year 2024; and

WHEREAS, it is agreed any municipal prosecutor appointed by a municipality in the County can provide prosecutor services to the Town of Newton in the event an alternate is needed to prosecute in the absence of Steven M. Siegel, Esq., or in the case of an attorney conflict; and

WHEREAS, Chirag D. Mehta, Esq., has expressed an interest in serving as Newton's Alternate Municipal Prosecutor; and

WHEREAS, compensation of said services and supervision will be the sole responsibility of Steven M. Siegel, Esq. when an alternate prosecutor is utilized in his absence; and

WHEREAS, legal services are a professional service as defined by the Local Public Contracts Law and are, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i);

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, that we hereby appoint Chirag D. Mehta, Esq., as the Town of Newton's Alternate Municipal Prosecutor for the calendar year 2024; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to Chirag D. Mehta, Esq., Steven M. Siegel, Esq., Carolyn Murray, Acting Sussex County Prosecutor, and the Town of Newton Temporary Municipal Judge, the Hon. Michael A. Carlucci.

RESOLUTION #57-2024*

Appointment of Orlando R. Rodriguez, Esq., as the Town of Newton's Alternate Public Defender for Calendar Year 2024

WHEREAS, Daniel P. Agatino, Esq., currently serving as the Town of Newton's Public Defender, has indicated an Alternate Public Defender may be needed occasionally by the Town of Newton during calendar year 2024; and

WHEREAS, it is agreed any public defender appointed by a municipality in the County can provide public defender services to the Town of Newton in the event an alternate is needed to defend in the absence of Daniel P. Agatino, Esq., or in the case of an attorney conflict; and

WHEREAS, Orlando R. Rodriguez, Esq., has expressed an interest in serving as Newton's Alternate Public Defender; and

WHEREAS, compensation of said services and supervision will be the sole responsibility of Daniel P. Agatino, Esq. when an alternate public defender is utilized in his absence; and

WHEREAS, legal services are a professional service as defined by the Local Public Contracts Law and are, therefore, exempt from public bidding requirements in accordance with N.J.A.C. 40A:11-5(1)(a)(i);

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton, that we hereby appoint Orlando R. Rodriguez, Esq., as the Town of Newton's Alternate Public Defender for the calendar year 2024; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to

January 4, 2024

Orlando R. Rodriguez, Esq., Daniel P. Agatino, Esq., Carolyn Murray, Acting Sussex County Prosecutor, and the Town of Newton Temporary Municipal Judge, the Hon. Michael A. Carlucci.

RESOLUTION #58-2024*

Approval of the Execution of a Shared Services Agreement with Branchville Borough to Provide Animal Control Services for Calendar Year 2024

WHEREAS, the Borough of Branchville ("Branchville") wishes to obtain animal control services from the Town of Newton ("Newton"); and

WHEREAS, the Town of Newton ("Newton") is willing to enter into a Shared Services Agreement with Branchville to provide the requested animal control services to Branchville; and

WHEREAS, the parties desire to enter into a Shared Services Agreement, a copy of which is attached, which sets forth the terms and conditions of the shared animal control services for the period commencing January 1, 2024 through and including December 31, 2024; and

WHEREAS, these types of shared services are just what the State of New Jersey envisioned when it seeks to encourage same through the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Town Council of the Town of Newton, County of Sussex, State of New Jersey that the Mayor and Town Clerk are hereby authorized, on behalf of the Town of Newton, to execute a Shared Services Agreement with the Borough of Branchville to provide animal control services to Branchville for the Period of January 1, 2024 through December 31, 2024.

RESOLUTION #59-2024*

Approve Bills and Vouchers for Payment

BE IT RESOLVED by the Town Council of the Town of Newton that payment is hereby approved for all vouchers that have been properly authenticated and presented for payment, representing expenditures for which appropriations were duly made in the 2023 and 2024 Budgets adopted by this local Governing Body, including any emergency appropriations, and where unexpended balances exist in said appropriation accounts for the payment of such vouchers.

List of Bills - CLEARING/CLAIMS

Check#	Vendor#	Name	Check Total
9870	4460	ADS CONTRACTORS, LLC.....	41,632.52
9871	2799	AFLAC.....	2,288.16
9872	3006	AG CHOICE, LLC.....	80.00
9873	4769	ALL TRAFFIC SOLUTIONS INC.....	339.91
9874	3897	AMAZON CAPITAL SERVICES.....	537.11
9875	3897	AMAZON CAPITAL SERVICES.....	30.74
9876	3869	AMERICAN FIDELITY ASSURANCE.....	562.22
9877	3868	AMERICAN FIDELITY ASSURANCE COMPANY.....	670.82
9878	4744	APPRAISAL SYSTEMS INC.....	17,000.00
9879	4596	ATLANTIC COMFORT SYSTEMS.....	2,000.00
9880	4786	BARNHILL PROP LLC.....	1,600.00
9881	1132	BOONTON TIRE SUPPLY INC.....	41.60
9882	300	BRIGHTSPEED.....	3,540.53
9883	702	C W A LOCAL 1032.....	286.80
9884	175	CAPITAL ACCOUNT.....	32,030.00
9885	77	CCP INDUSTRIES, INC.....	1,691.85

9886	3770 - CINTAS	287.98
9887	4500 - CRYSTAL MOUNTAIN SPRINGS	115.49
9888	286 - CURRENT ACCOUNT	6,496.50
9889	4386 - DECOTIIS, FITZPATRICK, COLE& GIBLIN, LLP	7,735.00
9890	4069 - DELL MARKETING L.P.....	4,051.18
9891	2589 - DENVILLE LINE PAINTING, INC.....	4,490.22
9892	2386 - DOMINICK'S PIZZA LLC	50.00
9893	4780 - EGGLROCK NUTRITION LLC.....	1,000.00
9894	106 - ELIZABETHTOWN GAS.....	4,468.93
9895	4385 - ERIC M. BERNSTEIN & ASSOCIATES, LLC.....	3,744.00
9896	3817 - ESI EQUIPMENT INC.....	106.00
9897	4747 - FF1 APPARATUS LLC	3,685.29
9898	4346 - FOVEONICS DOCUMENT SOLUTIONS.....	4,075.00
9899	3318 - FREDON ANIMAL HOSPITAL	8.00
9900	200 - GARDEN STATE LABORATORIES INC	2,095.00
9901	4388 - GFOA OF NJ.....	170.00
9902	4384 - GIBBONS P.C.....	191.34
9903	2313 - GRAVITY DESIGN WORKS, INC.....	1,610.00
9904	70 - HACH COMPANY	66.89
9905	2831 - HAMPTON RV SALES, INC.....	39.84
9906	3804 - HAYDEE BALLESTER.....	245.00
9907	230 - HAYEK'S MARKET INC.	25.06
9908	4337 - HFE SERVICES LLC	1,500.00
9909	3876 - HOLLAND COMPANY, INC.	11,471.39
9910	1712 - HOLZHAUER & HOLENSTEIN, LLC.....	17,500.00
9911	1712 - HOLZHAUER & HOLENSTEIN, LLC.....	10,000.00
9912	272 - HOLZHAUER, SCOTT	87.50
9913	1866 - HOME DEPOT, INC.	1,309.46
9914	4783 - HUGHES MARKETING GROUP	2,500.00
9915	3235 - J. CALDWELL & ASSOCIATES, LLC.	7,895.00
9916	1271 - JCI JONES CHEMICALS, INC	13,177.53
9918	3067 - JERSEY SHIRTS & DESIGNS	1,008.00
9919	3067 - JERSEY SHIRTS & DESIGNS	156.00
9920	3067 - JERSEY SHIRTS & DESIGNS	56.00
9921	3644 - JOHNNY ON THE SPOT, LLC.	449.50
9922	2569 - KIEFFER ELECTRIC, INC.	14,890.45
9923	3711 - KKPR MARKETING & PUBLIC RELATIONS,	800.00
9924	4778 - LAW ENFORCEMENT DRONE ASSOCIATION.....	198.00
9925	4356 - LENOVO.....	1,356.00
9926	1566 - MAIN POOL & CHEMICAL COMPANY, INC.....	2,145.00
9927	3308 - MASON-WILLIAMS, KIMBERLY.....	432.89
9928	4381 - MID-AMERICAN ELEVATOR CO., INC.....	500.00
9929	4531 - MILLENNIUM STRATEGIES LLC	2,500.00
9930	409 - MINISINK PRESS INC.....	626.02
9931	2567 - MUNICIPAL RECORD SERVICE	397.00
9932	4284 - NEWTON AUTO BODY & RESTORATION, LLC	4,786.69
9933	2201 - NEWTON FIRE DEPARTMENT	392.00
9934	700 - NEWTON PATROLMANS ASSOCIATION.....	720.00
9935	1745 - NEWTON SUPERIOR OFFICERS.....	420.00
9936	336 - NEWTON TROPHY	127.00
9937	2835 - NJMEBF	214,095.00
9938	1207 - NJMMA	250.00
9939	4771 - NORTH JERSEY GARAGE DOORS LLC	65.00
9940	4324 - O'REILLY'S PUB	745.00
9941	2882 - ONE CALL CONCEPTS, INC.....	158.00
9942	1751 - OSWIN TERESA ANN.....	21.15
9943	4656 - PAULUS, SOKOLOWSKI & SARTOR LLC	14,515.00
9944	64 - PELLOW, HAROLD & ASSO, INC.....	5,528.00
9945	64 - PELLOW, HAROLD & ASSO, INC.....	18,206.63
9946	64 - PELLOW, HAROLD & ASSO, INC.....	2,206.50
9947	2788 - PENTELEDATA	319.90
9948	1916 - PERFORMANCE TRAILERS, INC.....	196.00
9949	4708 - PHILLIPS PREISS GRYGIEL LEHENY HUGHES LL	40.00
9950	4126 - PROFESSIONAL CONSULTING INC.....	13,119.50

9951	2478 - RACHLES/MICHELE'S OIL COMPANY, INC.....	4,056.38
9952	4425 - Reliance Standard Life Insurance Co	226.44
9953	4400 - RUTGERS, OFFICE OF CONTINUING ED	150.00
9954	61 - S K OFFICE SUPPLY INC.....	150.00
9955	1261 - S/NJ EMPLOYER ACCOUNTS.....	8,737.11
9956	3660 - SCHENCK, PRICE, SMITH, & KING, LLP	250.95
9957	3134 - SHOP RITE, INC.	45.62
9958	3117 - SOME'S WORLDWIDE UNIFORMS, INC.	143.10
9959	2257 - STAPLES	921.88
9960	4144 - SUBURBAN CONSULTING ENGINEERS, INC.....	25,886.50
9961	2056 - SUBURBAN PROPANE, LP.....	3,584.23
9962	3442 - SUNLIGHT GENERAL	1,098.52
9963	3603 - SUSSEX COUNTY COMMUNITY COLLEGE.....	675.00
9964	229 - SUSSEX COUNTY ECONOMIC	750.00
9965	2310 - SUSSEX COUNTY ENGINEERING DIVISION	383.23
9966	4766 - SYMBOLARTS LLC	1,988.50
9967	2479 - TAYLOR OIL CO., INC.	4,796.16
9968	4776 - TERRESTRIAL IMAGING, LLC.....	1,611.12
9969	4278 - TEXAS LIFE INSURANCE COMPANY.....	35.45
9970	676 - THE EQUITABLE.....	6,235.00
9971	4508 - TORRES, JUDY A	162.54
9972	691 - TRANS WORLD ASSURANCE CO.....	400.00
9973	4328 - TREE KING INC.....	7,800.00
9974	4130 - UNITED FIRE PROTECTION CORP.....	3,600.00
9975	1257 - UNUM LIFE/DISABILITY INSUR.....	746.12
9976	2716 - UPSEU LOCAL 424J	672.00
9977	4617 - VALLEY MEDICAL GROUP	311.00
9978	2485 - VAN NIEUWLAND STEVE	247.34
9979	1280 - VERIZON WIRELESS, INC.....	1,861.00
9980	4777 - VEX PETER	175.00
9981	2635 - W.B. MASON, INC.	345.29
9982	1500 - WALMART	251.17
9983	1144 - WEINER LESNIAK	144.00
9984	382 - WELDON ASPHALT COMPANY, INC.....	435.67
<hr/> TOTAL		598,365.96

The Clerk presented one (1) application for consideration:

A membership application from Erik Hall, Andover, NJ for regular membership into the Newton Fire Department.

It was noted the application was in order and signed by the Fire Chief.

Mayor Couce asked if any member of the Council would like to pull a Resolution for discussion.

A motion was made by Mrs. Teets to approve the **COMBINED ACTION RESOLUTIONS**, seconded by Deputy Mayor Le Frois and roll call resulted as follows:

Mr. Dickson	Yes	Mrs. Diglio	Excused
Mrs. Le Frois	Yes	Mrs. Teets	Yes
	Mayor Couce	Yes	

RESOLUTIONS

RESOLUTION #27-2024

CONCUR WITH THE TOWN MANAGER’S APPOINTMENT OF SPECIAL POLICE OFFICERS

WHEREAS, within Chapter Thirty, Police Department, of the Code of Town of Newton, NJ, it indicates the Town Manager may appoint Special Police Officers for a term not to exceed one (1) year;

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Newton that this Governing Body concurs with the Town Manager's appointment of the following individuals as Special Police Officers for calendar year 2024:

Class II

Raul Couce

Stephen Moran

Daisy Negron

A motion was made by Mr. Dickson to approve **RESOLUTION #27-2024**, seconded by Mrs. Diglio and roll call resulted as follows:

Mr. Dickson	Yes	Mrs. Diglio	Excused
Mrs. Le Frois	Yes	Mrs. Teets	Yes
	Mayor Couce	Abstained	

APPOINTMENT

At this time, Mayor Couce made the Mayor's Appointment to the Planning Board by appointing the Town Manager, Thomas S. Russo, Jr., as a Class II Representative to the Newton Planning Board.

SWEARING-IN OF JMC, MICHAEL CARLUCCI

At this time, Mayor Couce invited the Honorable Michael Carlucci to come forward. Mr. Carlucci was sworn in by the Mayor as Municipal Judge, as his wife held the Bible.

OPEN TO THE PUBLIC

At this time, Mayor Couce read the following statement:

“At this point in the meeting, the Town Council welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to take one turn at the microphone and please limit their comments to 3 minutes. The Municipal Clerk will keep time. If reading from a prepared statement, please provide a copy and email a copy to the Clerk's Office after making your comments so it may be properly reflected

January 4, 2024

in the minutes. Council may choose to comment after the entire public portion has concluded. Please identify yourself and spell your last name."

Mayor Couce opened the meeting to the public.

Michael Inganamort came forward and offered congratulations to Mayor Couce and Deputy Mayor Le Frois. He thanked outgoing Mayor Teets for her service. He stated he is the incoming Assemblyman for the 24th District and he is looking forward working to with Newton and being in Town often. He is familiar with Newton, in fact he used to work on Main Street. He went on to say if he or his colleagues, Assemblyman Space or Assemblywoman Fantasia can be of any assistance, please do not hesitate to reach out, their offices are located in Sparta.

There being no one from the public to be heard, Mayor Couce closed the meeting to the public.

Mrs. Teets wanted to acknowledge the DPW for all they do. We all appreciate everything they do every day and at all our events.

Mr. Russo wanted to recognize former Mayor Ricciardo, who is in attendance today.

There being no further business to be heard, upon motion of Deputy Mayor Le Frois, seconded by Mrs. Teets and carried, the meeting was unanimously adjourned at 12:35 p.m.

Respectfully submitted,



Teresa A. Oswin, RMC
Municipal Clerk