

**TOWNSHIP OF WINFIELD
MINUTES OF THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE – APRIL 18, 2016**

PUBLIC NOTICE: In accordance with the Open Public Meetings Act, NJSA 10:4-6 et. seq.; Mayor McManus read the public notice and indicated the fire exits.

PRAYER & PLEDGE OF ALLEGIANCE: Omitted

CALL TO ORDER: Mayor McManus called the meeting to order at 7:05pm.

ROLL CALL: Present: Mayor McManus, Comm. Genz, Comm. Wright, Clerk Planas, Atty. Catherine, WPD Chief Berg, Absent; WFD Chief Paschal

APPROVAL OF MINUTES: RMTc 04/04/16

COMMUNICATIONS: As Presented

DEPARTMENT REPORTS: None Presented

REQUISITIONS: Comm. Genz moved approval of the listed requisitions, as follows:

LISTED REQUISITIONS FOR THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE, APRIL 18, 2016

REQ #	DEPARTMENT	JUSTIFICATION	AMOUNT
5836	A&E	DESKS	\$4,648.96
TOTAL:			\$4,648.96

REVISED 4/15/16

Comm. Wright seconded the motion. Roll call vote: Mayor McManus, aye; Comm. Genz, aye; Comm. Wright, aye;

UNLISTED REQUISITIONS: None Presented

BILLS: Comm. Genz moved the listed bills; Comm. Wright seconded the motion as follows:

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Current Fund			
1093 - ASSOCIATED HUMANE SOCIETIES	PO 12260 ANIMAL CONTROL	312.50	312.50
326 - SOCA INTERNATIONAL	PO 12186 2015 INTERNATIONAL BUILDING & RESID	204.00	204.00
556 - CITY OF LINDEN	PO 12266 REPAIRS TO 604 WITH LABOR	479.75	479.75
98 - COUNTY OF UNION - MOTOR VEHICLES	PO 12264 MARCE FUEL	634.50	634.50
921 - CRANFORD PUBLIC LIBRARY	PO 12265 E. BOETSCH - 4B PACIFIC	60.00	60.00
624 - FEDERAL EXPRESS	PO 12267 SHIPPING FOR ALLOTTEST MACHINE TO	24.65	24.65
880 - FIT-RITE UNIFORMS	PO 11967 2015 CLOTHING ALLOWANCE FOR JASON D	450.19	450.19
150 - GANN LAW BOOKS	PO 12184 2016 EDITION NJ POLICE MANUAL	144.50	144.50
871 - KENILMORTE CAR WASH & QUICK LUBE	PO 12187 JANUARY CAR WASH	7.50	7.50
43 - MARCE HAPPER	PO 12263 JANITORIAL SERVICE	150.00	150.00
983 - PRINCETON HOSTED SOLUTIONS	PO 12232 2016 CLOTHING ALLOWANCE	592.94	592.94
902 - SAMIE'S UNIFORMS	PO 12261 2016 APRIL NEWSPAPER SUBSCRIPTION	460.45	460.45
166 - THE HOME NEWS & TRIBUNE	PO 12257 OFFICE SUPPLIES	25.00	25.00
994 - MB MASON CO INC.	PO 12258 APRIL SPRING WATER	79.96	79.96
994 - MB MASON CO INC.	PO 12268 APRIL SCHOOL TAXES	49.90	49.90
57 - WINFIELD BD. OF EDUCATION		8,176.00	8,176.00
TOTAL			11,851.84
Total to be paid from Fund 10 Current Fund		<u>11,851.84</u>	
		11,851.84	

Roll call vote: Mayor McManus, aye; Comm. Genz, aye; Comm. Wright, aye;

UNLISTED BILLS: None presented.

COMMITTEE REPORTS: It was discussed & action taken on hiring Coverall Cleaning Service after background check and approval from our Atty. DeAppolonio to be completed.

It was also decided that Winfield Municipal would be hiring River Edge Landscaping for our lawn and maintenance care.

Roll call vote: Mayor McManus, aye; Comm. Genz, aye; Comm. Wright, aye;

UNFINISHED BUSINESS: None Presented.

NEW BUSINESS: Adoption of Municipal Budget 2016

TOWNSHIP OF WINFIELD RESOLUTION 16-26
COUNTY OF UNION, STATE OF NEW JERSEY
AUTHORIZATION TO ADOPT THE ANNUAL BUDGET EXAMINATION
Township of Winfield, N.J.
Self-Examination of Budget Resolution

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

WHEREAS N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 THRU 7.5 the Township of Winfield has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township of Winfield meets the necessary conditions to participate in the program for the 2015 budget year.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Township of Winfield that in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officer's certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:
 - a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met (complies with the "CAP" law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate, and correctly stated.
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED, THAT A COPY OF THIS RESOLUTION BE FORWARDED TO THE Director of the Division of Local Government Services.

Township of Winfield, N.J.
Certification of Approved Budget

It is hereby certified that the Approved Budget complies with the requirements of law and approval is given pursuant to N.J.S.A. 40A:4-78(b) and NJAC 5:30-7.

It is further certified that the municipality has met the eligibility requirements of NJAC 5:30-7.4 and 7.5, and that I, as Chief Financial Officer, have completed the local examination in compliance with NJAC 5:30-7.6.

Dated: March 21, 2016

By: _____
Leonard Ho, Chief Financial Officer

This certification form and resolution of the governing body executing such certification should be annexed to the adopted budget (N.J.A.C. 5:30 7.6(e))

Date: April 18, 2016

							<p>I hereby certify that the above Resolution was introduced by the Township Committee of the Township of Winfield at a meeting held on April 18, 2016</p> <p style="text-align: right;">_____ June planas, Acting Clerk</p>
MAYOR MARGARET M. McMAUS			✓				
COMM. GARY J. GENZ	✓		✓				
COMM. SUE E. WRIGHT		✓	✓				

TOWNSHIP OF WINFIELD RESOLUTION 16-29
COUNTY OF UNION, STATE OF NEW JERSEY
ADOPTING THE MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the Township of Winfield, NJ is vulnerable to damages from natural hazard events, which pose a threat to public health and safety and could result in loss of life, property and economic hardship, and;

WHEREAS, a Multi-jurisdictional Natural Hazard Mitigation Plan (the Plan) has been developed through the work of the Union County Hazard Mitigation Plan Working Group and other interested parties within the County, and;

WHEREAS, the Plan recommends hazard mitigation actions that will help protect people and property affected by natural hazards occurring within Union County that will reduce further public, private, community and personal vulnerability and costs of disaster response and recovery, and that will reinforce the County’s leadership in emergency preparedness, and;

WHEREAS, the strategies of this plan identified and characterized hazards, assess risks, prioritized and implementable mitigation measures; and

WHEREAS, Union County has received comments on the Plan that fully meet the requirements and stipulated by the Federal Emergency Management Agency.

NOW, THEREFORE, BE IT, RESOLVED by Council of the Township of Winfield that:

1. The Union County Multi-Jurisdictional Hazard Mitigation Plan, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on November 6, 2015 by the Union County Office of Emergency Management and approved on February 22, 2016 is hereby adopted as an official plan of the Township of Winfield; minor revisions recommended by the Federal Emergency Management Agency and /or the New Jersey Office of Emergency Management may be incorporated without further action.
2. The departments of the Township of Winfield identified in the plan are hereby directed to pursue implementation of the recommended high priority activities that are assigned to their departments.
3. Any action proposed by the plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the Township of Winfield, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Township of Winfield Emergency Management Coordinator is designated to coordinate with other offices and shall periodically report on the activities, accomplishments, and progress, and shall prepare an annual progress report to be submitted to the Union County Office of Emergency Management. The status reports shall be submitted on a yearly basis by a predetermined date as agreed upon by all stakeholders.
5. This Resolution shall take effect immediately.

DATE: APRIL 18, 2016

					<p>CERTIFICATION: I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on __April 18, 2016__.</p> <p style="text-align: right;">_____ June Planas, Twp. Clerk</p>
MAYOR MARGARET McMANUS			✓		
COMM. GARY J. GENZ	✓		✓		
COMM. SUE E. WRIGHT		✓	✓		

**TOWNSHIP OF WINFIELD - RESOLUTION 16-30
COUNTY OF UNION, STATE OF NEW JERSEY
LOCAL UNIT CIVIL RIGHTS
A RESOLUTION TO AFFIRM THE TOWNSHIP OF WINFIELD'S CIVIL RIGHTS
POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES,
PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT
CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO
CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND
VOLUNTEERS**

WHEREAS, it is the policy of Township of Winfield to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and **WHEREAS**, the governing body of Township of Winfield has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT ADOPTED by the Township of Winfield that:

Section 1: No official, employee, appointee or volunteer of the Township of Winfield shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Township of Winfield business or using the facilities or property of the Township of Winfield.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Township of Winfield to provide services that otherwise could be performed by the Township of Winfield.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: There shall be established written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Township of Winfield shall establish written procedures that require all officials, employees, appointees and volunteers of the (local unit type) as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Township of Winfield shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Township of Winfield shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the (local unit type). This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution.

Section 9: This resolution shall take effect immediately.

Section 10: A copy of this resolution shall be published in an official newspaper of the Township of Winfield.

Dated: April 18, 2016

	COMM. GENZ	COMM. WRIGHT	MAYOR	APPROVANT	
MAYOR MARGARET McMANUS			✓		CERTIFICATION: I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on Apr. 18, 2016. <hr/> June Planas, Twp. Clerk
COMM. GARY J. GENZ	✓		✓		
COMM. SUE E. WRIGHT		✓	✓		

Roll call vote: Mayor McManus, aye; Comm. Genz, aye; Comm. Wright, aye

CITIZENS' FORUM:

There being no further discussion to come before the Township Committee, Mayor McManus closed the floor to Citizens' Forum.

EXECUTIVE SESSION: None Presented:

ADJOURNMENT: There being nothing further to come before the Township Committee, Comm. Genz moved to adjourn, Comm. Wright seconded the motion.

Roll call vote, unanimous, affirmative.

TIME 7:23PM

Respectfully submitted,

June Planas, Clerk