

**TOWNSHIP OF WINFIELD  
MINUTES OF THE REGULAR MEETING OF  
THE TOWNSHIP COMMITTEE – FEBRUARY 1, 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 7:00pm.

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

**APPROVAL OF MINUTES:** RMTTC 1/16

**COMMUNICATIONS:** Comm. Genz moved the approval of communications as presented; Comm. Wright seconded the motion. Roll call vote, unanimous, affirmative.

**DEPARTMENT REPORTS:** Comm. Genz moved the approval of department report for the WFD 11/15 & WPD 12/15; Comm. Wright seconded the motion. Roll call vote, unanimous, affirmative.

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

LISTED REQUISITIONS FOR THE REGULAR MEETING OF  
THE TOWNSHIP COMMITTEE, FEBRUARY 1, 2016

REQ #	DEPARTMENT	JUSTIFICATION	AMOUNT
5716	A&E	SUPPLIES	41.75
5723	WPD	TRAINING	340.00
5724	WPD	DUES	150.00
5729	A&E	TECH SUPPORT	975.00
5730	B&G	LAWN	256.50
5731	A&E	DUES	272.00
5732	WPD	WARRANTY COVERAGE	1,200.00
5733	WFD	EXPENSES	83.52
<b>TOTAL:</b>			<b>\$3,318.77</b>

REVISED 1/28/16

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:

Report Printed 2016-01-28 16:25:19 Winfield Page 1/1

**List of Bills - (10001) CASH - CHECKING  
Current Fund**

check#	Vendor	Description	Payment	Check Total
4906	596 - CITY OF LINDEN	PO 12155 REPAIRS TO 601	2,320.73	2,320.73
4907	83 - COUNTY OF UNION	1ST QUARTER OPEN SPACE TAXES PAYABL	621.17	621.17
4908	83 - COUNTY OF UNION	1ST QUARTER 2016 COUNTY PURPOSE TAX	21,624.46	21,624.46
4909	48 - DELTA DENTAL PLAN OF NJ	PO 12149 FEBRUARY DENTAL COVERAGE	2,114.72	2,114.72
4910	39 - ELIZABETHTOWN GAS CO	PO 12154 2016 NATURAL GAS	348.01	348.01
4911	624 - FEDERAL EXPRESS	PO 12147 ASSESSOR STATEMENT	41.66	41.66
4912	973 - GIORDANO COMPANY INC.	PO 12148 January Recycling Pickup	1,435.38	1,435.38
4913	597 - GRAMCO BUSINESS COMMUNICATIONS	PO 12156 LIBERTY DIGITAL RECORDING SYSTEM S	975.00	975.00
4914	901 - LAMN DOCTOR	PO 12157 2016 LAMN FERTILIZER AND WEED KILL	256.50	256.50
4915	70 - NJ LEAGUE OF MUNICIPALITIES	PO 12158 2016 MEMBERSHIP DUES	272.00	272.00
4916	30 - RUTGERS STATE UNIVERSITY	PO 12143 MUNICIPAL CLERK REVIEW CLASS	644.00	644.00
4917	144 - TREASURER, STATE OF NEW JERSEY	MARRIAGE LICENSE FEE 4TH QUARTER 20	50.00	50.00
4918	51 - TWP. OF CRANFORD	PO 12152 911 DISPATCH SERVICES	1,828.88	1,828.88
4919	732 - U.C. TRAFFIC OFFICERS ASSOC.	PO 12144 2016 ANNUAL DUES	60.00	60.00
4920	841 - UNUM LIFE INS. CO OF AMERICA	PO 12151 FEBRUARY LONG TERM DISABILITY INS.	334.74	334.74
4921	32 - VERIZON	PO 12150 JANUARY FIOS SERVICES	124.99	124.99
4922	452 - VERIZON WIRELESS	PO 12153 2016 AIR CARDS AND WPD CELL PHONE	132.49	132.49
4923	994 - WB MASON CO INC.	PO 12141 January 2016 WATER	39.92	39.92
4924	994 - WB MASON CO INC.	PO 12142 OFFICE SUPPLIES	41.75	41.75
<b>TOTAL</b>				<b>33,266.40</b>
Total to be paid from Fund 10 Current Fund			33,266.40	
			33,266.40	

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

**UNLISTED BILLS:** None presented.

**COMMITTEE REPORTS:** Comm. Wright advised the Twp. that we rec'd monies from CDBG grants.

**UNFINISHED BUSINESS:** None presented.

**NEW BUSINESS:**

**Resolutions #16-14 through 16-15** – Comm. Genz moved the approval of resolution #16-14 through 16-15; Comm. Wright seconded the motion as follows:

**TOWNSHIP OF WINFIELD RESOLUTION 15-14  
COUNTY OF UNION, STATE OF NEW JERSEY  
AUTHORIZING THIRD PARY PAYROLL DISBURSEMENTS**

**WHEREAS,** N.J.A.C. 50:30-1, entitled "Electronic Disbursement Controls for Payroll Purpose," sets forth standards for local governments to follow when contracting with an organization to make disbursements on behalf of the local unit, as permitted by NJSA 52:27D-20-1; and

**WHEREAS,** the Township Committee of the Township of Winfield must formally approve payroll service provider access to Township funds, assign responsibility to an official to oversee the process, and enact policies regulating payroll disbursements by payroll service provider.

**NOW, THEREFORE, BE IT RESOLVED,** by the Township of Winfield in the County of Union, State of New Jersey as followed;

1. R&L Database is authorized to prepare any necessary payment documentation and make payroll and payroll agency disbursements on behalf of the Township by executing such disbursements from the Township's designated back accounts or by taking possession of Township funds to make such disbursements and to hold those funds pending transmittal.
2. R&L Database shall use its own customized programming process to execute disbursement for the Township.
3. The CFO is hereby appointed the approval officer and shall be responsible for authorizing and supervising the activities of the payroll service with respect to the disbursement of the Township funds, and shall further be charged with the reconciliation and analysis of all Township general ledger accounts affected by the activities of the disbursing organization.
4. R&L Database shall be required to report any irregularities that may indicate potential fraud, noncompliance with appropriate laws, dishonesty or gross incompetence on the part of any approval officer.
5. R&L Database shall report circumstances that could jeopardize its ability to continue operations or otherwise interrupt the service provided to the Township.
6. R&L Database shall comply with the requirements of NJAC 5:30-17.5 by providing documentation on an annual basis that R&L Database has its own internal controls and appropriately safeguards against theft and other adverse conditions.

**Dated: February 1, 2016**

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN	<b>CERTIFICATION:</b> I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on Feb. 1, 2016.  <div style="text-align: right;">_____ June Planas, ActingClerk</div>
MAYOR MARGARET M. McMANUS			✓				
COMM. GARY J. GENZ	✓		✓				
COMM. SUE E. WRIGHT		✓	✓				

**TOWNSHIP OF WINFIELD RESOLUTION 16-15  
COUNTY OF UNION, STATE OF NEW JERSEY  
APPOINTMENTS TO THE WINFIELD FIRE DEPARTMENT**

**BE IT RESOLVED,** by the Township Committee of the Township of Winfield that the following be appointed to serve as Officers for the Winfield Fire Department for the Year 2016,

**CAPTAIN .....COLLEEN PASCHAL**

**FIRE LIEUTENANT .....EDWARD MARKO III**

**FIRE LIEUTENANT.....MARCELLO DIAS**

**EMS CAPTAIN .....MICHAEL MARTEL**

**DATED: February 1, 2016**

	MOVED	2 <sup>D</sup>	SECONDE	AYES	NAYS	ABSENT	ABSTAIN
MAYOR MARGARET M. McMANUS				✓			
COMM. GARY J. GENZ	✓			✓			
COMM. SUE E. WRIGHT			✓	✓			

I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on February 1, 2016.

\_\_\_\_\_  
June Planas, Twp. Clerk

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

**CITIZENS' FORUM:** Mayor McManus opened the floor to the Citizens' Forum:

George Lowrey, 54 Seafoam – Inquiring about sign for Senior Van parking, provided 3 quotes for a new/used Senior Van

Captain Paschal questioning the wording “Permanent Resident” in Ordinance.

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 7:22PM**

Respectfully submitted,

June Planas, Clerk