

**GLOUCESTER TOWNSHIP COUNCIL REORGANIZATION MEETING  
JANUARY 3, 2017  
MUNICIPAL BUILDING, CHEWS LANDING, NEW JERSEY**

Mrs. DiJosie called the meeting to order.

Pledge of Allegiance

**Invocation:** Pastor William Wilson of Chews United Methodist Church gave the invocation.

**Statement:** Mrs. DiJosie read the statement setting forth the time, date, and place of this meeting, that it was properly advertised, posted and filed in the Office of the Township Clerk pursuant to the Open Public Meetings Act.

Roll call: Mr. Hutchison

Mr. Mercado    Mrs. DiJosie, Twp. Clerk, RMC  
Mr. Mignone    Mr. Carlamere, Solicitor  
Mr. Schmidt    Mr. Cardis, Administrator  
Mrs. Stubbs- sick  
Mrs. Trotto  
Mrs. Winters

**NOMINATION FOR PRESIDENT OF COUNCIL**

The Township Clerk called for the nomination for Council President.

Mrs. Trotto made a motion to nominate Mr. Mercado as Council President, seconded by Mrs. Winters. Mr. Schmidt made a motion to close the nominations for Council President, seconded by Mr. Hutchison. Roll call vote: All in favor. Motion carried. 6-0

Roll call vote on Mr. Mercado as Council President: All in favor. Motion carried. 6-0.

Mr. Mercado was sworn in by the Honorable Assemblywoman Gabriela Mosquera.

**NOMINATION OF VICE PRESIDENT OF COUNCIL**

Mr. Hutchison made a motion to nominate Mrs. Trotto as Council vice President, seconded by Mr. Mignone. Mr. Schmidt made a motion to close nominations, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0. Roll call vote on Mrs. Trotto as Council Vice President. All in favor. Motion carried. 6-0

Mrs. Trotto was sworn in by the Honorable Assemblywoman Gabriela Mosquera.

The Township clerk read the Mayor's Appointments:

**Planning Board**

Josephine Washington – Class I – 1 year

Dan Hutchison – 1 year term

**Advisory Board of Health**

Dr. Benjamin Blank – 4 year term

**Administrative Appointments**

Daniel Long, Christopher Long

of Wade Long & Wood      Chief Prosecutor/ Municipal Prosecutor

1 year

Archer & Greiner General Labor Counsel 1 year  
Parker McCay Bond Counsel 1 year  
Capehart & Scatchard Spl. Counsel – Workmen’s Comp 1 year  
Archer & Greiner Spl. Counsel – Special Litigation 1 year

**Additional Appointments**

Acacia Financial Financial Advisory Services 1 year  
Maser Consulting Eng. Spl. Engineer – Sidewalks 1 year  
Remington & Vernick Spl. Engineer – Streets 1 year  
Pettit Associates, Inc. Spl. Engineer – Recreation 1 year  
CES Engineers Spl. Engineer – Storm Drainage 1 year  
All Covered Computer Networking Consultant 1 year  
Blue Sky Power Energy Consultant 1 year  
T & M Associates Redevelopment Planner/Architect 1 year  
Pettit Associates Redevelopment Engineer 1 year  
Steve Acito Media Consultant 1 year  
J. F. McKernan Jr. Architect 1 year  
Gibbons P.C. Land Use Attorney 1 year  
Triad Associates Economic Development Consultant 1 year  
Michele Selfridge Clinical Social Worker 1 year  
Triad Associates Grants/ CDBG Consultant 1 year  
Genesis Substance Abuse Advocate 1 year

The Clerk read Chief Earle’s list of Special Law Enforcement Officers and Crossing Guards

**Special Law Enforcement Officers**

Matthew Adomanis  
Robert Alter  
Ryan Andrick  
John Bonelli  
Brandon Bowe  
Michael Breyer  
Michael Cammarota  
Dominic Coppola  
Salvatore Costa  
Mark Dailey  
Joseph DiPalma  
James Dougherty  
Edwin Fidler  
Keith Hartman  
Brian Hawn  
David Honey  
Thomas Horner  
Matthew Jefferson  
Tyler Krohn  
Corin Lewis  
Dante Licchetto  
Joshua McCartney  
David Meloni  
James Mondelli  
Patrick O’Hanlon  
Salvatore Oldrati  
Michael Patterson  
Ellisa Peatross  
Dalton Power  
Kevin Ritz  
Brian Sarne  
Heather Schwartz  
Kiersten Stone  
Andrew Storey  
Sean Thomas  
Andrew Tietjen

**Crossing Guards**

Joseph Andricola Gertrude Bragg Jennifer Kirscht Suzanne Van Gronigan Joan Savage Regina Rillera  
Joseph Hoffman

**RESOLUTIONS:**

**R-17:01-001 RESOLUTION ESTABLISHING ORDER OF BUSINESS FOR THE TOWNSHIP OF GLOUCESTER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester in the County of Camden, that the business of the Township Council be transacted at regular and special meetings in accordance with the following procedure:

1. Call the meeting to order and Pledge to the Flag
2. Invocation
3. Open Public Meetings Statement
4. Roll call of the Township Council in the following order and all Department Heads:  
Mr. Hutchison  
Mr. Schmidt  
Mrs. Stubbs  
Mrs. Winters  
Mr. Mignone  
Mrs. Trotto  
Mr. Mercado

Public Participation shall be for agenda items only. Anyone addressing Council may speak one time. Once all those wishing to address Council have had their turns, they may address Council a second time, only if it adds to what was said earlier, not repeating earlier statements.

5. Approve minutes of previous meeting.
6. Communications.
7. Reports.
8. Bids.
9. Old Business - Ordinances - Second Reading and Public Hearing
10. New Business - Ordinances - First Reading
11. Resolutions.
12. Motions.
13. Public Participation, which shall be any item the public, chooses to address to the Township Council. Anyone addressing Council may speak one time. Once all those wishing to address Council have had their turns, they may address Council a second time, only if it adds to what was said earlier, not repeating earlier statements.
15. Reports of Department Heads.
16. Polling of Council.
17. Closed Session (if required)
18. Adjournment.

**BE IT FURTHER RESOLVED** that the Township Council of the Township of Gloucester reserves the right to change the order of business when necessary to accommodate and for special circumstances.

ATTEST:

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Township Clerk

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0.

**R-17:01-002 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF GLOUCESTER, CAMDEN COUNTY, NEW JERSEY ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL TOWNSHIP COUNCIL REGULAR, WORK SESSION AND SPECIAL MEETINGS OF THE TOWNSHIP COUNCIL**

**WHEREAS**, The Township Council of the Township of Gloucester desires to establish standard rules of order and regulations for public participation at Township Council meetings for the purpose of promoting efficiency and a fair opportunity for public comment on issues and concerns when meetings are open to the public, and to assure that the business of the Township can be conducted within a reasonable time, and

**WHEREAS**, in order to assure that appropriate decorum is maintained during meetings when a member of the public comments to Township Council, it is necessary to establish reasonable guidelines.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester as follows:

1. The Township Council shall continue the policy of two (2) public portions at regular meetings of the Township Council.
  - A. The first public portion will be limited to agenda items  
(Resolutions) (Total of 15 minutes)
  - B. The second public portion will be open for any item of public concern.  
(Total of 30 minutes)
  - C. The Township Council hereby sets a reasonable time limitation for each speaker, when a portion of the meeting is open for public participation. The first public portion shall be limited to three (3) minutes per speaker with a limit of two speaking opportunities. The second public portion shall be limited to five (5) minutes per speaker, with a limit of two (2) speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow other members of the public to make an appropriate presentation to Township Council. The practice of yielding time to or borrowing time from others is not permitted.
2. The Township Council hereby sets a reasonable time limitation for each speaker when a portion of any work session or special meeting is open for public participation. The public portion shall be limited to three (3) minutes per speaker with a limit of two speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow members of the public to make an appropriate presentation to Township Council. The practice of yielding time to or borrowing time from others is not permitted. The public portion shall be open for a total of 15 minutes.
3. Foul, vulgar or coarse language shall not be tolerated.
4. At the sole discretion of Township Council, with the consent of the majority of members of Council present, on issues being presented, this time limitation may be relaxed

or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues, or at the discretion of any member of Township Council with the consent of the majority of Township Council present, the speaking time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.

5. A total of thirty (30) minutes shall be permitted at any public portion of the meeting. However, at the discretion of Township Council, with the consent of the majority of members of Township Council present, this time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.
6. Large groups on single issues are urged to select a spokesperson to present their concerns.
7. Any desired question to specific members of the Township Council shall be directed to Council President for recognition of specific members of Township Council. The intent is to avoid a "back and forth" exchange. Members of Township Council may or may not respond to any public presentment after there has been a completion of the public speakers presentment. Council President or Members of Council may refer specific questions to professionals or Department Heads as appropriate.

Adopted: January 3, 2017

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
Township Clerk, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-003**

### **RESOLUTION OF CONSENT**

**WHEREAS**, the Mayor-Council Plan B form of government under the provisions of the optional Charter Law States, "The executive power of the Municipality shall be exercised by the Mayor", and

**WHEREAS**, the Mayor has, after consultation with members of Council, appointed the following persons to the positions named, and the terms as set forth beside their name:

#### **Administrative Appointments**

Daniel Long, Christopher Long of Wade Long & Wood	Chief Prosecutor/ Municipal Prosecutor	1 year
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Archer & Greiner General Labor Counsel 1 year

Parker McCay Bond Counsel 1 year

Capohart & Scatchard Spl. Counsel – Workmen’s Comp 1 year

Archer & Greiner Spl. Counsel – Special Litigation 1 year

**Additional Appointments**

- Acacia Financial Financial Advisory Services 1 year
- Maser Consulting Eng. Spl. Engineer – Sidewalks 1 year
- Remington & Vernick Spl. Engineer – Streets 1 year
- Pettit Associates, Inc. Spl. Engineer – Recreation 1 year
- CES Engineers Spl. Engineer – Storm Drainage 1 year
- All Covered Computer Networking Consultant 1 year
- Blue Sky Power Energy Consultant 1 year
- T & M Associates Redevelopment Planner/Architect 1 year
- Pettit Associates Redevelopment Engineer 1 year
- Steve Acito Media Consultant 1 year
- J. F. McKernan Jr. Architect 1 year
- Gibbons P.C. Land Use Attorney 1 year
- Triad Associates Economic Development Consultant 1 year
- Michele Selfridge Clinical Social Worker 1 year
- Triad Associates Grants/ CDBG Consultant 1 year
- Genesis Substance Abuse Advocate 1 year

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, that the consent of the Council be and is hereby given to the above appointments of the Mayor of the Township of Gloucester.

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0.

**R-17:01-004**

**RESOLUTION APPOINTING THE TOWNSHIP AUDITOR**

**WHEREAS**, N.J.S.A. 40A:5-4 requires that every municipality shall have an annual audit of its books, accounts and financial transactions by a Registered Municipal Accountant of New Jersey; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, New Jersey, that Robert Nehila of Bowman & Company be and is hereby appointed Registered Municipal Accountant of the Township of Gloucester for the year January 1, 2017 to December 31, 2017 to perform the Professional Services ordinarily provided by a Registered Municipal Accountant of the State of New Jersey and to receive such compensation as may be reasonable for such services. Said is authorized by law to practice a recognized profession in the State of New Jersey which practice is regulated by the laws of this State; to wit; the profession of Registered Municipal Accountant. These professional services are necessary and are required by this municipality.

**BE IT FURTHER RESOLVED** that notice of this resolution shall be published in a newspaper of general circulation as required by law within ten (10) days of passage.

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0.

**R-17:01-005 RESOLUTION APPOINTING THE GLOUCESTER TOWNSHIP**

**PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed Gloucester Township Public Agency Compliance Officer (P.A.C.O.)

Rosemary DiJosie

January 3, 2017 - December 31, 2017

Adopted: January 3, 2017

ATTEST:

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
Township Clerk

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-006  
RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP**

**PLANNING BOARD**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Planning Board

DANIEL HUTCHISON

ONE YEAR January 3, 2017 to December 31, 2017

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Winters made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-007**

**RESOLUTION APPOINTING MEMBERS TO THE HISTORICAL AND SCENIC PRESERVATION COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Historical and Scenic Preservation Committee

Stephanie Roberts January 3, 2017 to December 31, 2021  
Joanne Carr January 3, 2017 to December 31, 2021  
Lucy Middlecamp January 3, 2017 to December 31, 2021  
Robert Irvine January 3, 2017 to December 31, 2021  
Jeff Lilley January 3, 2017 to December 31, 2021  
Jasmine Robinson January 3, 2017 to December 31, 2021  
Katrina Hauserman January 3, 2017 to December 31, 2021

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

\_\_\_\_\_  
TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-008**

**RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP MULTIPLE DWELLING COMMISSION**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Multiple Dwelling Committee

Thomas Cardis 1 year 01-03-17 to 12-31-17  
David Mayer 1 year 01-03-17 to 12-31-17

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

\_\_\_\_\_  
TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-009**



**RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER  
TOWNSHIP HOUSING AUTHORITY**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Housing Authority

Kelly Matthews 5 years 01-03-17 to 12-31-2021

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0.

**R-17:01-010  
RESOLUTION APPOINTING MEMBERS TO THE BLACKWOOD LAKE  
ADVISORY COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Blackwood Lake Advisory Committee

Pasquale Ciarrocchi 2 years 01-03-17 to 12-31-18

Tonya Hoelke 2 years 01-03-17 to 12-31-18

Walter Ellis 2 years 01-03-17 to 12-31-18

Stephanie Roberts 2 years 01-03-17 to 12-31-18

Douglas Maholland 2 years 01-03-17 to 12-31-18

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-011  
RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER  
TOWNSHIP ZONING BOARD OF ADJUSTMENT**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Zoning Board of Adjustment

Kevin Bucceroni 4 years 01-03-17 to 12-31-2020

Carmen Scarduzio 4 years 01-03-17 to 12-31-2020

**Alternates**

Michelle Scully 2 years 01-03-17 to 12-31-2018

Ken Treger 2 years 01-03-17 to 12-31-2018

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:010-012**

**RESOLUTION APPOINTING THE GLOUCESTER TOWNSHIP PUBLIC DEFENDER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed Gloucester Township Public Defender

GLEN LEARY

1 year

January 3, 2017 to December 31, 2017

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-013**

**RESOLUTION APPOINTING COUNCIL LIAISON TO GLOUCESTER TOWNSHIP HOUSING AUTHORITY**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township Housing Authority

TRACEY TROTTO

1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote:  
All in favor. Motion carried. 6-0

**R-17:01-014**

**RESOLUTION APPOINTING COUNCIL LIAISON TO THE BLACKWOOD LAKE  
ADVISORY COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township Liaison to the Blackwood Lake Advisory Committee

MICHELLE WINTERS                      1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

\_\_\_\_\_  
TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-015**

**RESOLUTION APPOINTING COUNCIL LIAISON TO GLOUCESTER TOWNSHIP GLOUCESTER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township Municipal Utilities Authority

ORLANDO MERCADO                      1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST:

\_\_\_\_\_  
TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote:  
All in favor. Motion carried. 6-0

**R-17:01-016**

**RESOLUTION APPOINTING COUNCIL LIAISON TO GLOUCESTER TOWNSHIP HISTORICAL AND SCENIC PRESERVATION COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township

Historical and Scenic Preservation Committee

ANDREA STUBBS

1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote:  
All in favor. Motion carried. 6-0

**R-17:01-017**

**RESOLUTION APPOINTING COUNCIL LIAISON TO ALL  
GLOUCESTER TOWNSHIP VETERANS COMMITTEES**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township Liaison to all Gloucester Township Veterans Committees

FRANK SCHMIDT

1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote:  
All in favor. Motion carried. 6-0

**R-17:01-018**

**RESOLUTION APPOINTING COUNCIL LIAISON TO GLOUCESTER  
TOWNSHIP ADVISORY COMMITTEE FOR RECREATION AND PARKS**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed as the Gloucester Township Advisory Committee for Recreation and Parks

MICHAEL MIGNONE

1 Year 01-03-17 to 12-31-17

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-019**

**RESOLUTION DESIGNATING THE DATE, TIME AND PLACE OF  
COUNCIL**

**MEETINGS FOR 2017 AND AUTHORIZING AND FIXING THE CHARGES  
FOR NOTICE OF MEETINGS AS REQUIRED BY THE OPEN PUBLIC  
MEETINGS ACT.**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester, County of Camden, State of New Jersey as follows:

1. That the schedule of Regular and Executive Session meetings of the Township Council of the Township of Gloucester as set forth in the "Notice of Annual Schedule of Regular and Executive Session Meetings of the Township Council of the Township of Gloucester for 2017" (a copy of which is attached hereto and made a part hereof) be and hereby is established and adopted for 2017; and that the Regular and Executive Session Meetings of the Township Council shall be held in accordance therewith and at the times, places and dates therein established.

2. That during the year 2017, the Township Council of the Township of Gloucester, from time to time, may hold Special Meetings or Emergency Meetings, as the occasion may arise, and that adequate notice thereof shall be provided by the Township Clerk as required by law.

3. That all advance written notices of meetings of the Township Council required by law shall be prominently posted by the Township Clerk on the bulletin board located in the Municipal Building for such or similar announcements.

4. That all advance written notices of meetings of the Township Council required by law shall be mailed, telephoned, telegrammed or hand delivered to the official newspapers, free of any charge therefore.

5. That all advance written notices of any Regular, Executive Session, Special, Emergency or rescheduled meeting of the Township Council requested by any person shall be mailed to such person within the time prescribed by law upon prepayment by such person of a fee of \$10.00 to cover the costs of providing such notice. News media shall be exempt from such fee.

Any person desiring that copies of said notices be mailed to him or her shall make a request in writing therefore to the Township Clerk designating the post office address to which such notice shall be mailed and shall be required to advise the Clerk in writing of any subsequent change of mailing address during the year. The prepayment of the aforesaid fee shall entitle said person to the aforesaid notices for the year; and thereafter a new request must be made each in the succeeding year.

6. That the Township Clerk shall file a copy of the Annual Schedule of Regular and Executive Session Meetings of the Township Council as well as copies of all other notices of meetings required by law and to post the same on the bulletin board reserved for such notices; and a copy of the "Notice of Annual Schedule of Regular and Executive Session Meetings of the Township Council of the Township of Gloucester for the remainder of the year 2017" shall be posted on the bulletin board within seven (7) days from the date hereof and further maintained posted with any revisions thereof throughout the year.

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-020**

**RESOLUTION ESTABLISHING LEGAL DEPOSITORIES FOR  
THE TOWNSHIP OF GLOUCESTER**

**WHEREAS**, it is necessary that legal depositories of the funds of Gloucester Township be designated for the year 2017;

**NOW THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Gloucester, County of Camden, that the following banking institutions be and are hereby designated as legal depositories of funds of the Township of Gloucester, County of Camden, for the year 2017.

TD Bank  
1235 Blackwood-Clementon Road  
Clementon, N.J. 08021

PNC Bank of NJ  
1485 Blackwood-Clementon Road  
Clementon, N.J. 08021

Bank of America  
1345 Chews Landing Road  
Laurel Springs, N.J. 08021

Wachovia Bank  
190 River Road  
Summit, N.J. 07901

Citizens Bank  
700 Haddonfield-Berlin Road  
Voorhees, New Jersey 08043

Sun National Bank  
P.O. Box 849  
Vineland, N.J. 08362-0849

The Bank  
100 Park Avenue  
Woodbury, N.J. 08096

Sovereign Bank  
302 Haddon Avenue  
Westmont, N.J. 08108

Susquehanna Patriot Bank  
8000 Sagemore Drive, Suite 8101  
Marlton, N.J. 08053

Columbia Bank  
505 Berlin-Cross Keys Road  
Sicklerville, N.J. 08081

Beneficial Savings Bank  
Berlin-Cross Keys Road  
Sicklerville, N.J. 08081

Republic Bank  
342 S. Burnt Mill Road  
Voorhees, New Jersey 08043

Royal Bank  
1651 Blackwood Clementon Road  
Blackwood, NJ 08012

New Jersey Cash Management Fund

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote:  
All in favor. Motion carried. 6-0

**R-17:01-021**

**RESOLUTION DESIGNATING SIGNATORIES TO GENERAL  
ACCOUNTS FOR THE TOWNSHIP OF GLOUCESTER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, that disbursements from the General Account of the various banking institutions maintained by the Township of Gloucester shall be made by checks signed by any three (3) of the following persons:

Mayor or, in absence Business Admin. Or President of Council or Twp. Clerk  
or Asst. Twp. Clerk

Treasurer or, in absence Township Clerk or Asst. Twp. Clerk

Business Admin. Or, in absence Township Clerk or Asst. Twp. Clerk

**BE IT FURTHER RESOLVED**, that the payroll checks shall be signed by facsimile by either of the following:

Treasurer or, in absence Business Administrator

**BE IT FURTHER RESOLVED**, that all previous resolutions as to signatories with respect to the accounts referred to herein be and are hereby rescinded.

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-022**

**RESOLUTION AUTHORIZING THE DESIGNATION OF  
NEWSPAPERS  
TO RECEIVE ALL NOTICE OF MEETINGS AS REQUIRED  
UNDER THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, Section 3d of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper; and

**WHEREAS**, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public with the jurisdictional boundaries of the body of such meeting;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, State of New Jersey, that the following are hereby designated as official newspapers and for the aforesaid purposes;

**The Courier Post  
The Philadelphia Inquirer**

It is the opinion of this body that the Courier Post and the Inquirer have the greatest likelihood of informing the public within the jurisdictional area of this body of such meetings.

Adopted: January 3, 2017

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-17:01-023 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE  
TOWNSHIP OF GLOUCESTER ADOPTING A CASH MANAGEMENT  
PLAN**

**WHEREAS**, N.J.S.A. 40A: 5-14 requires every municipality to adopt a Cash Management Plan on an annual basis;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Council of the Township of Gloucester, County of Gloucester, State of New Jersey, that the following requirements be a part of the **2017 Cash Management Plan**, and be adhered to:

**I. Cash Management and Investment Objectives**

- A. Preservation of capital;
- B. Adequate safekeeping of assets;



- C. Maintenance of liquidity to meet operating needs;
- D. Diversification of the Borough's portfolio to minimize risks associated with individual investments.

## **II. Designation of Official Depositories**

- A. The following banks are hereby designated as legal depositories for all municipal funds:
  - 1. Citizens Bank
  - 2. Columbia Savings Bank
  - 3. Bank of America
  - 4. Beneficial Bank
  - 5. Susquehanna Bank
  - 6. New Jersey State Cash Management Fund
  - 7. PNC Bank
  - 8. Sun Bank
  - 9. TD National Bank
  - 10. Wachovia Bank
  - 11. The Bank
  - 12. Sovereign Bank
  - 13. Republic Bank
  - 14. Royal Bank
- B. Each depository must submit to the Chief Financial Officer / Treasurer a copy of the Governmental Unit Deposit Protection Act (GUDPA) notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st;
- C. This list may be amended or supplemented from time to time as Mayor and Council deems necessary.

## **III. Cash Management**

- A. All municipal funds received by any official or employee shall be either deposited within 48 hours to an account in the name of the Township of Gloucester, or shall be turned over to the Treasurer within 48 hours of receipt, in accordance with N.J.S.A. 40A: 5-15;
- B. The Chief Financial Officer / Treasurer shall minimize any accumulated idle cash in checking accounts, by assuring that excess balances are promptly swept into the investment portfolio;
- C. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer or the Treasurer;
- D. Change Funds and Petty Cash Funds are not required to be maintained in interest-bearing accounts.

## **IV. Permissible Investments**

- 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;
- H. Repurchase agreements of fully collateralized securities.

## **V. Authority for Investment Management**

- A. The Chief Financial Officer / Treasurer is authorized and directed to make investments on behalf of the Township. All investment decisions shall be consistent with this plan, and all appropriate regulatory constraints.

## **VI. Safekeeping**

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

## **VII. Procedures for Disbursement of Funds**

- A. Payments shall be prepared by the Chief Financial Officer / Treasurer and submitted to Mayor and Township Council for their approval;
- B. No municipal funds shall be disbursed by the Chief Financial Officer / Treasurer prior to approval of the Township Council, except for:
  - 1. Debt Service payments;
  - 2. Investments;
  - 3. Payroll turnovers to agency accounts;
- C. Tax payments to Camden County, the Gloucester Township Board of Education, and the Black Horse Pike Regional Board of Education shall be made in accordance with schedules provided by each taxing district;
- D. Checks approved for payment shall be signed by any of the following three; 1) the Mayor, 2) the Treasurer, 3) the Business Administrator, 4) the Clerk and 5) the Deputy Clerk. All three signatures must be an original signature;
- E. Checks paid from the following accounts must contain three signatures:
  - 1. Current Fund Account;
  - 2. General Capital Fund Account;
  - 3. Developers Escrow Account;
  - 4. Animal Control Account;
  - 5. Trust Other Account;
  - 6. Affordable Housing Account;
  - 7. Encroachment Account;
  - 8. Recreation Account;
  - 9. Tax Title Lien Redemption & Premium Accounts;
  - 10. Disability Account;
  - 11. Grant Rehab Mortgage Account;
  - 12. Special Developers Recreation Account;
  - 13. Unemployment Account;
  - 14. Multiple Dwelling Account;
  - 15. Municipal Open Space;
  - 16. K-9 Schultz;
  - 17. Police Forfeiture Account;
- F. Checks paid from the following account only requires one signature:
  - 1. Payroll Account
- G. Wire transfers and Automated Clearing House (ACH) payments are to be made by the Chief Financial Officer / Treasurer.

## **VIII. Reporting**

- A. The Chief Financial Officer / Treasurer shall report to Mayor and Township Council all purchases of investments in accordance with N.J.S.A. 40A: 5-15.2;
  - A. The Chief Financial Officer / Treasurer shall also report to Mayor and Township Council the available cash in each

fund and/or bank account.

B. Audit

C. This Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

Adopted: January 3, 2017

PRESIDENT OF COUNCIL

TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**Public Portion:**

Mr. Mercado opened the public portion.

Sam Sweet of Erial discussed the issue with Brian O'Neil and the Zoning Board concerning the application for the Recovery Center on Peter Cheeseman Road. He asked if the Township would be willing to buy the property and move the Recovery Center to the Lakeland area, as Cherry Hill did with a similar situation. Mr. Mercado stated that it is always possible to have a conversation with someone about this, but it would depend on many factors such as how much money we have in open space and where we are in the lawsuit. Mr. Sweet stated that he is just looking for options. There being no further comment, the public portion was closed.

Benediction: Pastor William Wilson of the Chews United Methodist Church gave the benediction.

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

Respectfully submitted,

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President of Council    Township Clerk    Rosemary DiJosie