

**HARDING TOWNSHIP COMMITTEE  
MONDAY, JANUARY 6, 2020  
REORGANIZATION MEETING AGENDA at 7:30 PM  
KIRBY HALL, BLUE MILL ROAD, NEW VERNON, NEW JERSEY**

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**OATHS OF OFFICE – RE-ELECTED OFFICIALS –** Municipal Clerk

Committee Member Nicolas Platt

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**CALL MEETING TO ORDER** – The Reorganization meeting will be called to order at 7:30 p.m. – Municipal Clerk

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**PLEDGE OF ALLEGIANCE** – Municipal Clerk

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**ADEQUATE NOTICE** of this meeting of the Harding Township Committee was given as follows: Notice was sent to the *DAILY RECORD* and the *OBSERVER TRIBUNE* on December 4, 2018; Notice was posted on the Bulletin Board in the Township Municipal Building on Blue Mill Road in Harding, NJ on December 6, 2018, and Notice was filed with the Municipal Clerk on December 6, 2018.

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**ROLL CALL** – Municipal Clerk

Ms. DiTosto, Mr. Jones, Mr. Modi, Mr. Platt, Mr. Yates

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**NOMINATIONS FOR MAYOR 2020** –Municipal Clerk

Motion for Nominations for Mayor for 2020, Second

Motion to Close Nominations for Mayor, Second, Roll Call Vote by Municipal Clerk

Motion to Elect Mayor, Second, Roll Call Vote by Municipal Clerk

The Municipal Clerk reads the Oath of Office for Mayor

Introduction of Mayor – Municipal Clerk

Municipal Clerk states the newly elected Mayor \_\_\_\_\_ will now Chair the remainder of the meeting.

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**MAYOR PRESIDING: NOMINATIONS FOR DEPUTY MAYOR 2020**

Motion for Nominations for Deputy Mayor for 2020, Second

Motion to Close Nominations for Deputy Mayor, Second, Roll Call Vote by Municipal Clerk

Motion to Elect Deputy Mayor, Second

Mayor asks the Municipal Clerk for a Roll Call

The Municipal Clerk reads the Oath of Office for Deputy Mayor

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**REMARKS FROM COMMITTEE MEMBERS**

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**RESOLUTION TC 20-001 -- RESOLUTION TO ADOPT TOWNSHIP COMMITTEE MEETING MINUTES**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that the minutes from the following meetings are approved as prepared and shall be filed as a permanent record in the Municipal Clerk's office: December 9, 2019; and December 20, 2019; and

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Harding that the minutes from the following Executive Session meeting(s) are approved as prepared and shall be filed as a permanent record in the Municipal Clerk's office: December 9, 2019 and December 20, 2019.

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**ACKNOWLEDGEMENTS:**

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**MEETING OPEN TO THE PUBLIC**

**NOTICE OF PUBLIC COMMENT TIME LIMIT**

Hearing of citizens during the Public Comment section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for Public Hearing tonight. To help facilitate an orderly meeting, and to permit all to be heard, speakers are asked to limit their comments to a reasonable length of time.

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**MAYORAL APPOINTMENTS**

As Mayor, I, \_\_\_\_\_ do hereby make the following appointments:

**Board of Health:** Mayor appoints Alternates

- Alternate # 2 – George Boyan  
2 year term expiring 12/31/2020  
(May not vote except in absence of or disqualification of a regular member)

**Environmental Commission:** Mayor Appoints Chair

- Richard Clew – Chairman  
1 year term expiring 12/31/2020

**Historic Preservation Commission** – Mayor appoints all members

- Donald Dinsmore  
4 year term expiring 12/31/2023  
Class C

- Clayton Bogusky  
2 year term expiring 12/31/21  
Alternate #2 – Class C

**Planning Board** – (Mayor appoints Class II / Class IV)

- David Chipperson  
4 year term expiring 12/31/2023  
Class IV
-

**CONSENT AGENDA – PART I – TOWNSHIP PROFESSIONALS / BOARDS / COMMISSIONS / STANDING COMMITTEES**

The following items are considered to be routine by the Harding Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Township Committee Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

**CONSENT AGENDA – PART I - VOTE**

**Mayor \_\_\_\_\_ asks Committee Member DiTosto** to proceed with the Resolutions listed on the Consent agenda. **Resolutions TC 20-002 through TC 20-011.**

**Committee Member DiTosto:** I would like to make a motion to approve the resolutions placed on this evening’s Consent Agenda by consent of the Township Committee.

Seconded by Township Committee Member \_\_\_\_\_.

Mayor \_\_\_\_\_ asks the Municipal Clerk for a Roll Call:

**Vote on Resolution:**

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Resolution TC 20-002 Standing Committee Assignments**

**WHEREAS,** the Township Committee has designated Standing Committees.

**BE IT RESOLVED,** by the Township Committee of the Township of Harding in the County of Morris, and State of New Jersey that the 2020 Township Committee members are assigned to the following Committees:

<b>Committee</b>	<b>Chair</b>	<b>Vice Chair</b>
Finance & Insurance	Mr. Yates	Mr. Modi
Healthcare & Insurance	Ms. DiTosto	Mr. Modi
Personnel	Mr. Modi	Mr. Yates
Planning & Zoning	Mr. Modi	Mr. Jones
Public Health	Mr. Platt	Ms. DiTosto
Public Safety	Township Committee	
Public Works	Mr. Jones	Mr. Platt
Technology	Mr. Yates	Mr. Modi
Building & Construction	Mr. Platt	Mr. Jones
Glen Alpin	Mr. Modi	Mr. Jones
Cell Tower	Ms. DiTosto	Mr. Yates
Long-Term Steering – Infrastructure & Policy	Mr. Platt	Mr. Jones
Emergency Preparedness	Mr. Yates	Mr. Platt

Affordable Housing Committee	Township Committee	
Recreational Advisory Committee	Mr. Jones	Mr. Modi
Citizens' Park Advisory Committee (Liaison)	Ms. DiTosto	Mr. Platt
Environmental Commission (Liaison)	Mr. Platt	Mr. Yates
Harding Township School Board (Liaison)	Mr. Modi	Mr. Yates
Historic Preservation Commission (Liaison)	Mr. Modi	Mr. Yates
Joint Court of Madison, Morris Township, the Chathams & Harding	Mr. Platt	Mr. Yates
Morris County Freeholder Board (Liaison)	Mr. Platt	Mr. Yates
Open Space Trust (Voting Member)	Mr. Platt	Mr. Jones
Shade Tree Committee (Liaison)	Mr. Platt	Mr. Jones

**Resolution TC 20-003 – Resolution Authorizing the Award of Non-Fair Open Process Professional Service Contracts for the Year 2020 for the Companies and Individuals referenced herein**

**WHEREAS**, the Township of Harding has a need to acquire professional service contracts for the year 2020 as non-fair and open contracts pursuant to the provisions of N.J.S.A. 40A:11-5(1)(a); and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the following professional service contractors have submitted proposals for 2020 and have completed and submitted their Business Entity Disclosure Certification pursuant to the New Jersey Pay-to-Play Act, certifying that reportable contributions to a political or candidate committee in the Township of Harding have not been made in the previous one year period and that the award of contract will prohibit the following professional service vendors from making any reportable contributions through the term of the contract.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following professional service contracts are hereby awarded for a one-year period; and

**BE IT FURTHER RESOLVED**, one quarter of these funds are currently certified with the remainder of funds being certified pending final 2020 budget approval.

Township Attorney	Roselli Griegel Lozier & Lazzaro, PC Mark Roselli, Esq.	1/1/20 to 12/31/20 \$87,000 Retainer 01-2020-1155-0155-2-00000
Special Tax Counsel	Dorsey & Semrau Fred C. Semrau, Esq.	1/1/20 to 12/31/20 \$146.00 per hour Not to exceed \$30,000.00 01-2020-1150-0151-2-00000
Labor Counsel	Cleary Giacobbe Alfieri Jacobs, LLC Matthew J. Giacobbe, Esq.	1/1/20 to 12/31/20 \$160.00 per hour Not to exceed \$15,000.00 01-2020-1155-0155-2-00000
Special Counsel	DiFrancesco, Bateman, Coley, Yospin, Davis, Lehrer & Flaum, P.C. Stephen Kunzman, Esq.	1/1/20 to 12/31/20 \$175.00 per hour Not to exceed \$15,000.00 25-9999-1110-0170-2-00037

Special Counsel	Maraziti Falcon, LLC Christopher Falcon, Esq.	1/1/20 to 12/31/20 \$175.00 per hour Not to exceed \$15,000.00 01-2020-1155-0155-2-00000
Township Auditor	Suplee, Clooney & Company Robert Swisher, RMA	1/1/20 to 12/31/20 Not to Exceed \$29,125.00 01-2020-1135-0135-2-00000
Township Engineer	Apgar Associates Paul Fox, P.E.	1/1/20 to 12/31/20 \$153.00 per hour Not to exceed \$30,000.00 01-2020-1165-0165-2-00036
Insurance Broker	Corporate Benefits Solutions Ralph Valente	1/1/20 to 12/31/20 2% of annual premiums Not to exceed \$20,000.00
Risk Manager	Meeker Sharkey & Hurley Insurance & Benefits	1/1/20 to 12/31/20 6% of premium Not to exceed \$9,000.00
Professional Planner	Heyer, Gruel & Associates Susan Gruel	1/1/20 to 12/31/20 \$190/175 per hour Not to exceed \$23,000.00 25-9999-1110-0170-2-00037
Bond Counsel	Rogut, McCarthy, Troy LLC Steven Rogut, Esq.	1/1/20 to 12/31/20 Not to exceed \$5,000.00 05-5000-0000-0170-2-00000 01-2020-1155-0155-2-00000
Redevelopment/Disposal/ Diversion / Special Counsel	Goldsmith, Robert Hague, John Greenbaum, Rowe, Smith & Davis LLP	1/1/20 to 12/31/20 \$295 per hour Not to exceed \$25,000 25-9999-1110-0170-2-00037 05-5000-0000-0155-2-00000
Glen Alpin Disposal/Diversion	Greener By Design	1/1/20 to 12/31/20 \$175.00 per hour Not to exceed \$15,000.00 01-2020-1110-0100-2-00020
Tunis Ellicks House	HMRARCHITECTS 821 Alexander Road Princeton, NJ 08540	1/1/20 to 12/31/20 Not to exceed \$10,410.00 04-2016-201602-4024-4-04243 04-2017-201702-4024-4-04243 04-2018-201803-4024-4-04243

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**MAYORAL APPOINTMENTS WITH CONSENT OF TOWNSHIP COMMITTEE**

**Resolution TC 20-004 – Board of Health Appointments**

**BE IT RESOLVED**, by the Mayor of the Township of Harding with consent of the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Board of Health commencing January 1, 2020, be made:

Dr. Joseph Cervone (Regular Member - Voting)	3 year term ending December 31, 2022
Mr. Nicolas Platt (Regular Member – Voting)	3 year term ending December 31, 2022

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**Resolution TC 20-005 – Shade Tree Advisory Committee Appointments**

**BE IT RESOLVED**, by the Mayor of the Township of Harding with consent of the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Shade Tree Advisory Committee commencing January 1, 2020, be made:

John Linson Tree Conservation Officer – Non-Voting	1 year term expiring December 31, 2020
Tracy Toribio DPW Rep – Voting	1 year term expiring December 31, 2020
Robert Falzarano - Voting Township Administrator	1 year term expiring December 31, 2020
Gwenn Claytor – Voting Historic Preservation Commission Rep	1 year term expiring December 31, 2020
James Novotny – Voting Environmental Commission Rep	1 year term expiring December 31, 2020
Linda Kirby – Voting Civic Association	1 year term expiring December 31, 2020
Richard Bruno - Voting	1 year term ending December 31, 2020

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**TOWNSHIP COMMITTEE APPOINTMENTS**

**Resolution TC 20-006 – Board of Adjustment Appointments**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Board of Adjustment commencing January 1, 2020, be made:

Alf Newlin Regular Member	4 year term expiring December 31, 2023
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Hugh Symonds Regular Member	4 year term expiring December 31, 2023
Elizabeth Sovolos Alternate #1	2 year term expiring December 31, 2021

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**Resolution TC 20-007 – Environmental Commission Appointments**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Environmental Commission commencing January 1, 2020, be made:

Hugh Symonds Regular Member	3 year term expiring December 31, 2022
Vacant Alternate #1	2 year term ending December 31, 2021

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**Resolution TC 20-008 – Open Space Trust Committee Appointments**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Open Space Trust Committee commencing January 1, 2020, be made:

Julia Somers Member at Large	3 year term expiring December 31, 2022
Tim Jones Township Committee Rep - Voting	1 year term expiring December 31, 2020
Nicolas Platt Mayors Designee - Voting	1 year term expiring December 31, 2020
Robert Falzarano Township Administrator – Voting	1 year term expiring December 31, 2020
David Dietz Planning Board Rep - Voting	1 year term expiring December 31, 2020
Madelyn Devine Harding Land Trust Rep - Voting	1 year term expiring December 31, 2020
Jane Riley Shade Tree Rep - Voting	1 year term expiring December 31, 2020
James Novotny Environmental Commission Rep - Voting	1 year term expiring December 31, 2020

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**Resolution TC 20-09 – Citizens’ Parks Advisory Committee Appointments**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Citizens' Parks Advisory Committee commencing January 1, 2020 and expiring December 31, 2020, be made:

Tom dePoortere – Chair  
Tracy Toribio – DPW Supervisor  
Emilio Egea – Barrett Field  
Jennifer Burns – Showgrounds  
Anne Kearns – Memorial Park  
Nanette DiTosto – TC Member  
Nicolas Platt – TC Member

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**Resolution TC 20-010 – Planning Board Appointments**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following appointments as members of the Harding Township Planning Board commencing January 1, 2020, be made:

Dev Modi Class I (Mayor/ Designee)	1 year term expiring December 31, 2020
Tim Jones Class III (TC Member)	1 year term expiring December 31, 2020
Gwenn Claytor Alternate 2	2 year term expiring December 31, 2021

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**Resolution TC 20-011 – Resolution Appointing Members to the Emergency Management Council for the 2020 Calendar Pursuant to N.J.S.A. App. 40A:9-41**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey approve the following list of appointments to the Emergency Management Council as authorized by N.J.S.A. App. 40A:9-41 for calendar year 2020:

**Emergency Management Council**

Police Chief	Fire Chief
Mayor	Captain of First Aid Squad
Emergency Management Coordinator	American Red Cross
Health Officer	Superintendent of Public Works
Township Attorney	School Superintendent
Observer Tribune	Administrator, Deputy Coordinator

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**RESOLUTIONS - CONSENT AGENDA – PART II -- ADMINISTRATIVE RESOLUTIONS**

The following items are considered to be routine by the Harding Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Township Committee Member so



requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

**CONSENT AGENDA – PART II VOTE:**

**Mayor \_\_\_\_\_ asks Committee Member \_\_\_\_\_ to proceed with the Resolutions listed on the Consent Agenda – Part II. Resolutions TC 20-012 through TC 20-061**

**Committee Member \_\_\_\_\_:** I would like to make a motion to approve the resolutions placed on this evening’s Consent Agenda by consent of the Township Committee.

Seconded by Township Committee Member \_\_\_\_\_.

Mayor \_\_\_\_\_ asks the Municipal Clerk for a Roll Call:

**Vote on Resolution:**

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN	ABSENT
Ms. DiTosto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Modi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Yates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Resolution TC 20-012 – Agenda and Regular Meeting Schedule**

**WHEREAS**, the Open Public Meetings Act N.J.S.A. 10:4-19 requires that every public body shall post and maintain posted throughout the year for the purpose of public inspection, a schedule of the regular meetings of the public body to be held during the succeeding year.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that during 2020 public meetings of the Harding Township Committee shall be held at 7:30 p.m. and executive sessions shall be held immediately after the Harding Township Committee’s public meetings at Kirby Hall, 21 Blue Mill Road in New Vernon in said Township on the following dates:

- Monday, January 13, 2020
- Monday, February 10, 2020
- Monday, March 9, 2020
- Monday, April 13, 2020
- Monday, May 11, 2020
- Monday, June 8, 2020
- Monday, July 13, 2020
- Monday, August 10, 2020
- Monday, September 14, 2020
- Monday, October 19, 2020 (3<sup>rd</sup> Monday)
- Monday, November 9, 2020
- Monday, December 14, 2020
- Monday, January 4, 2021– *Reorganization*

**BE IT FURTHER RESOLVED**, that the above schedule and any revision thereof shall be posted on the bulletin board in Kirby Hall and mailed to the Observer Tribune and the Daily Record, and upon prepayment of mailing and processing costs, to all persons requesting copies of such schedule or any revision thereof; and

**BE IT FURTHER RESOLVED**, that the meetings shall be conducted in accordance with *Roberts Rules of Order*.

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**Resolution TC 20-013 – Designate Official Newspapers**

**BE IT RESOLVED**, that the *Observer Tribune*, the *Morris County Daily Record*, and the *Star Ledger* be and hereby are designated as the three official newspapers of the Township of Harding.

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**Resolution TC 20-014 – Appointment of Township Officials**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that the following appointments were offered and adopted for the year 2020:

Board of Adjustment Administrator		Lori Taglairino
Planning Board Administrator		Lori Taglairino
Assessment Search Officer		Lisa Sharp
Tax Search Official		David Griffith
Zoning Officer		George Byrnes
Substitute Subcode Officials	-Construction/Building	
	-Building/ Fire	Thomas Lance
	-Building	Frank Catanese
	-Fire	Joseph Moschello
	-Plumbing	Sal Simonetti
	-Electrical	Ralph Contardo
	-Electrical	Robert Macintosh
Certifying Agent		Andrew Fiore
Retirement Funds (PERS & PFRS) Manager		Andrew Fiore
Certifying Official		Himanshu Shah
OPRA Deputies	-Police	Erik Heller
Qualified Purchasing Agent		Lorene Wright
North Jersey Health Insurance Fund Commissioner		Lorene Wright
Paymaster & Social Security Administrator		Andrew Fiore
Recycling Coordinator		Tracy Toribio
Matron		Patricia Romano

**BE IT RESOLVED**, all such appointments shall be for the year 2020 or until additional action on any such appointments is taken by the Township Committee of the Township of Harding.

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**Resolution TC 20-015 – Resolution Appointing Tracy Toribio and Lisa Sharp as Safety Coordinators as required by the Suburban Municipal Joint Insurance Fund**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio and Lisa Sharp as the Safety Coordinators for the Township of Harding effective January 1, 2020 as required by the Suburban Municipal Joint Insurance Fund.

**Resolution TC 20-016 – Resolution Appointing Lorene Wright as the Municipal Risk Manager and Appointing Lorie Wright as the Suburban Joint Insurance Fund Commissioner as required by the Suburban Municipal Joint Insurance Fund – Meeker Sharkey & Hurley**

**WHEREAS**, the need exists for a Municipal Risk Manager to serve as the liaison between the Township and the Suburban Joint Insurance Fund (“Fund”); and

**WHEREAS**, the Municipal Risk Manager is responsible for scheduling Municipal Safety Committee meetings and implementing policy changes promulgated by the Fund; and

**WHEREAS**, pursuant to the by-laws of the Fund, the Township Committee must appoint a Commissioner to represent the Township of Harding in the Fund, and that said appointment must be made by resolution.

**BE IT RESOLVED**, that Lorene Wright, Assistant Administrator, is hereby appointed as Municipal Risk Manager for the 2019 calendar year; and

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Harding that Lorene Wright is hereby appointed as Commissioner to the Suburban Municipal Joint Insurance Fund for the 2020 calendar year.

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**Resolution TC 20-017 – Resolution Appointing Lisa Sharp as the Township of Harding’s Safety Delegate as required by the Suburban Municipal Joint Insurance Fund**

**BE IT RESOLVED**, that the Township Committee of the Township of Harding do hereby appoint Lisa Sharp as the 2020 Safety Delegate for the Township of Harding effective January 1, 2020 as required by the Suburban Municipal Joint Insurance Fund.

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**Resolution TC 20-018 – Resolution Appointing Tracy Toribio as the Pumping & Lift Station Operator**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio as the Pumping & Lift Station Operator for the year 2020.

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**Resolution TC 20-019 – Resolution Appointing Tracy Toribio as the Recycling Coordinator Pursuant to N.J.S.A. 13:1E-99**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio as Recycling Coordinator per N.J.S.A. 13:1E-99 for the year 2020.

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**Resolution TC 20-020 – Resolution Appointing Tracy Toribio as the Stormwater Coordinator Pursuant to N.J.A.C. 7:15A-4**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio as Stormwater Coordinator per N.J.A.C. 7:15A-4 for the year 2020.

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**Resolution TC 20-021 – Resolution Appointing Tracy Toribio as the Clean Communities Coordinator Pursuant to N.J.S.A. 13:1E-213**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio as Clean Communities Coordinator per N.J.S.A. 13:1E-213 for the year 2020.

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**Resolution TC 20-022 – Resolution Appointing Tracy Toribio as the Right-To-Know Coordinator**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Tracy Toribio as the Right-to-Know Coordinator for the year 2020.

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**Resolution TC 20-023 – Resolution Designating the Primary and Secondary HR Officer**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Lorene Wright as the Primary HR Officer; and

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Harding that it hereby appoints Robert Falzarano as the Secondary HR Officer.

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**Resolution TC 20-024 – Resolution Designating Deputy Custodians of Public Records**

**WHEREAS**, the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., commonly known as “OPRA” was promulgated to increase public access to government records; and

**WHEREAS**, pursuant to OPRA, anyone wishing to review or obtain copies of government records must file a written request with the Custodian of Records, who at the municipal level of government is the Municipal Clerk; and

**WHEREAS**, OPRA does not preclude a municipality from developing reasonable and practical measures for handling and responding to OPRA requests, including designating Deputy Custodians of Records to ensure that the public is efficiently served and requests for government records are granted or denied in a prompt and expeditious manner; and

**WHEREAS**, every municipal department within the Township of Harding generates and maintains government records pertaining to its respective business matters and by designating Deputy Custodians of Records the Township is able to provide the public with direct access to government records from each municipal department with greater efficiency and timeliness.

**BE IT RESOLVED**, by the Mayor and Township Committee of the Township of Harding that they deem it important to ensure that the public requests for government records are handled in a prompt and expeditious manner; and

**BE IT FURTHER RESOLVED**, that the following Township employees shall be designated Deputy Custodians of Records for the purpose of handling and fulfilling OPRA requests for those records that are maintained and kept in their respective departments:

Administrative Assistant to the Township Administrator  
Assistant Administrator  
Secretary to the Planning Board and Zoning Board of Adjustment  
Chief Financial Officer  
Finance Department  
Administrative Assistant to Chief of Police

Superintendent of Public Works  
Administrative Assistant to the Health Department  
Construction Official  
Technical Assistant to Construction Official  
Zoning Code Enforcement Officer/Zoning Official/REHS

and;

**BE IT FURTHER RESOLVED**, all Deputy Custodian of Records shall comply with provisions set forth in the Open Public Records Act, as amended, and shall advise the Municipal Clerk any concerns that may arise in fulfilling a request for government records; and

**BE IT FURTHER RESOLVED**, that all requests for government records, together with the written responses and records, shall be maintained by the Municipal Clerk of the Township of Harding in accordance with the prescribed Records Retention Schedule promulgated by the State of New Jersey; and

**BE IT FURTHER RESOLVED**, that all other Township officials and employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this Resolution.

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**Resolution TC 20-025 – Resolution Appointing Leon Portine as the Deputy Zoning Officer**

**WHEREAS**, §7-26A of the Township Code allows for the appointment of a Deputy Zoning Officer by resolution of the Township Committee; and

**WHEREAS**, §7-26B further provides that in the event of the absence, sickness or other disability of the official for whom each is deputy, each deputy official shall have all the powers and perform all of the duties of said official; and

**WHEREAS**, the Township Administrator, Robert Falzarano has determined that it is in the best interest of the Township to appoint Leon Portine as Deputy Zoning Officer for sole purpose of reviewing zoning application and plans for compliance with municipal, county and state laws and regulations; and

**WHEREAS**, the appointment of Deputy Zoning Officer shall be a one year term commencing January 1, 2020 and expiring December 31, 2020.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that effective January 1, 2020, Leon Portine shall be appointed as Deputy Zoning Officer for the sole purpose of reviewing zoning applications and plans for compliance with municipal, county and state laws and regulations, with the appointment terminating December 31, 2020.

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**Resolution TC 20-026 – Appointment of Lori Taglairino as the Alternate Deputy Registrar Pursuant to N.J.S.A. 26:8-17**

**WHEREAS**, there is a need for the appointment of an Alternate Deputy Registrar of Vital Statistics for the Township of Harding to assist in the day-to-day operation of the office; and

**WHEREAS**, in accordance with N.J.S.A. 26:8-17, the Local Registrar recommends the appointment of an Alternate Deputy Registrar; and

**WHEREAS**, Lisa A. Sharp, Township of Harding's Local Registrar recommends that Patricia Walker be appointed to serve as a Deputy Registrar of Vital Statistics for the Township of Harding.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it concurs with the recommendation of the Local Registrar and hereby appoints Lori Taglairino as Alternate Deputy Registrar of Vital Statistics for the Township of Harding for calendar year 2020 pursuant to state law.

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**Resolution TC 20-027 – Appointment of Deputy Emergency Management Coordinator**

**BE IT RESOLVED**, by the Mayor and the Township Committee of the Township of Harding that Robert Falzarano is hereby appointed as Deputy Coordinator for the Office of Emergency Management.

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**Resolution TC 20-028 – Appointment of Deputy Emergency Management Coordinator**

**BE IT RESOLVED**, by the Mayor and the Township Committee of the Township of Harding that Erik Heller and Michael Gromek are hereby appointed as Deputy Coordinators for the Office of Emergency Management.

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**Resolution TC 20-029 Appointment David Griffith as the Tax Search Officer Pursuant to N.J.S.A. 54:5-11**

**WHEREAS**, N.J.S.A. 54:5-11 requires that governing bodies of municipalities designate, by resolution, a Tax Search Officer.

**BE IT RESOLVED**, that David Griffith, Tax Collector of the Township of Harding, is hereby designated Tax Search Officer for the Township of Harding.

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**Resolution TC 20-030 Appointment of Lisa A. Sharp as Assessment Search Officer Pursuant to N.J.S.A. 54:18-3**

**WHEREAS**, N.J.S.A. 54:18-3 requires that governing bodies of municipalities designate, by resolution, an Assessment Search Officer.

**BE IT RESOLVED**, that Lisa A. Sharp, Municipal Clerk, of the Township of Harding is hereby designated Assessment Search Officer for said municipality.

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**Resolution TC 20-031 Designating Lorene Wright as the Public Agency Compliance Officer (P.A.C.O.) Pursuant to N.J.A.C. 17:27-3.2**

**WHEREAS**, in accordance with N.J.A.C 17:27-3.2 each public agency shall designate an individual to serve as its Public Agency Compliance Officer (P.A.C.O.); and

**WHEREAS**, the P.A.C.O. is responsible for ensuring that municipal contracts comply with the policy of the State of New Jersey to promote equal opportunity and affirmative action with regard to public contracts; and

**WHEREAS**, it is the policy of the Township of Harding to promote and enforce all rules and regulations regarding affirmative action in public purchasing; and

**WHEREAS**, a copy of this resolution shall be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

**BE IT RESOLVED**, by the Harding Township Committee that Lorene Wright, Assistant Administrator be appointed as the P.A.C.O. for a one-year term ending December 31, 2020.

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**Resolution TC 20-032 – Appointment of Lorene Wright as the Deputy Registrar Pursuant to N.J.S.A. 26:8-17**

**WHEREAS**, there is a need for the appointment of a Deputy Registrar of Vital Statistics for the Township of Harding to assist in the day-to-day operation of the office; and

**WHEREAS**, in accordance with N.J.S.A. 26:8-17, the Local Registrar recommends the appointment of an Deputy Registrar; and

**WHEREAS**, Lisa A. Sharp, Township of Harding’s Local Registrar recommends that Lorene Wright, a Certified Municipal Registrar, be appointed to serve as a Deputy Registrar of Vital Statistics for the Township of Harding.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it concurs with the recommendation of the Local Registrar and hereby appoints Lorene Wright as Deputy Registrar of Vital Statistics for the Township of Harding for calendar year 2020 pursuant to state law.

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**Resolution TC 20-033 -- Resolution Appointing Tracy Toribio as the Indoor Air Quality Officer per N.J.A.C. 12:100-13**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that Tracy Toribio is hereby appointed Indoor Air Quality Officer per N.J.A.C. 12:100-13.

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**Resolution TC 20-034 – Resolution Appointing Tracy Toribio as the Americans with Disabilities Act Compliance Officer**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that Tracy Toribio is hereby appointed as Americans with Disabilities Act Compliance Officer.

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**Resolution TC 20-035 – Resolution Appointing Lisa Sharp as the Municipal Housing Liaison for the Township of Harding Pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 Et. Seq.**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that Lisa Sharp is hereby appointed as Municipal Housing Liaison for the Township of Harding pursuant to N.J.A.C. 5:94-7 and N.J.A.C. 5:80-26.1 et. seq.

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**Resolution TC 20-036 – Appointment of Patricia Walker as the Alternate Deputy Registrar Pursuant to N.J.S.A. 26:8-17**

**WHEREAS**, there is a need for the appointment of an Alternate Deputy Registrar of Vital Statistics for the Township of Harding to assist in the day-to-day operation of the office; and

**WHEREAS**, in accordance with N.J.S.A. 26:8-17, the Local Registrar recommends the appointment of an Alternate Deputy Registrar; and

**WHEREAS**, Lisa A. Sharp, Township of Harding’s Local Registrar recommends that Patricia Walker be appointed to serve as a Deputy Registrar of Vital Statistics for the Township of Harding.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that it concurs with the recommendation of the Local Registrar and hereby appoints Patricia Walker as Alternate Deputy Registrar of Vital Statistics for the Township of Harding for calendar year 2020 pursuant to state law.

**Resolution TC 20-037 – Resolution Establishing 2020 Salaries for Non-Contractual Employees**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding, in the County of Morris, State of New Jersey that the salaries of the following non-contract employees are listed below for the year 2020:

POSITION	NAME	
Township Administrator	Falzarano, Robert	164,488.00
Assistant Township Administrator	Wright, Lorene	88,327.00
Qualified Purchasing Agent	Wright, Lorene	7,960.00
Township Clerk	Sharp, Lisa	28,506.00
Secretary to the Administrator	Sharp, Lisa	26,806.00
Administrative Assistant/Secretary	Andrews, Margaret	23.00 /hr.
Receptionist	Taglairino, Lori	18,360.00
Construction Official / Bldg. Subcode / Inspector	Fornaciari, Mark	105,856.00
Clerk Assistant / Finance Assistant	Diane D'jammos	23.00 /hr
Subcode Official – Electrical	Delizio, Eric	24,214.00
Subcode Official – Plumbing	Driscoll, Brady	22,361.00
Subcode Official – Fire	Portine, Leon	21,334.00
Construction Office Assistant / Secretary	Walker, Patricia	46,147.00
Police Chief	Heller, Erik	163,000.00
Chief Finance Officer	Shah, Himanshu	30,916.00
Treasurer	Shah, Himanshu	20,520.00
Assistant Finance Officer	Fiore, Andrew	75,117.00
Tax Assessor	DiRado, Anthony	28,155.00
Tax Assessor Revaluation Stipend	DiRado, Anthony	5,202.00
Tax Collector	Griffith, David	15,000.00
Planning Board Secretary	Taglairino, Lori	9,180.00
Zoning Board Secretary	Taglairino, Lori	18,360.00
Zoning Officer	Byrnes, George	17,320.00
Deputy Zoning Officer	Portine, Leon	5,100.00
Police Secretary	Sherlock, Susan	59,160.00
Police Special Police Class II Officer	Atoche, Omar	30.60 /hr.
Police Special Police Class II Officer	Meade, Patrick	32.00 /hr.
Pumping Station Operator	Toribio, Tracy	13,515.00
Public Works Superintendent	Toribio, Tracy	126,480.00
Public Works Foreman-Fleet	Noetzli, Kenneth	76,722.00
Public Works Foreman-Streets & Roads	Miller, James	74,299.00
Public Works Laborer/Driver/ Equip. Operator	Mabey, Earl	65,000.00
Public Works Laborer/Driver/ Equip. Operator	Philhower, Jeffrey	62,479.00
Public Works Laborer/Driver/ Equip. Operator	Buller, Justin	54,036.00
Public Works Laborer/Driver	D'Imperio, Daniel	47,755.00
Public Works Laborer/Driver	Williams, Christopher	45,880.00
Public Works Craftsman/Carpenter/Driver	Sabol, Jeffrey	38.00 /hr.

**BE IT FURTHER RESOLVED**, that such salaries shall not exceed the amount set forth in the Township of Harding's Minimum/Maximum Ordinance #17-2019 adopted on December 9, 2019.



**Resolution TC 20-038 – Resolution that Fixes Fees for Delinquent Taxes and/or Assessments**

**WHEREAS**, Chapter 45 of the Laws of 1970 authorizes the Township to establish the rate of interest to be charged for delinquent taxes or assessments in the Township of Harding; and

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body may also fix a penalty to be charged to a tax payer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year and that such penalty shall not exceed 6% of the amount of the delinquency; and

**WHEREAS**, P.L. 1979, Chapter 82, as amended by P.L. 1996, Chapter 113 (C. 40A:9-154.1) allows the governing body of the municipality to authorize the Township Tax Collector to process the refund and/or cancel property taxes less than \$10.00 without further action of the governing body.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding, County of Morris, State of New Jersey, as follows:

1. The Tax Collector of the Township of Harding is hereby authorized and directed to charge eight percent (8%) per annum on the first \$1,500 of the delinquency and eighteen percent (18%) per annum in excess of \$1,500 and no interest shall be charged if payment of any installment is made within a grace period of ten (10) calendar days following the date which same became payable.
  2. A six percent (6%) penalty shall be assessed on delinquent taxes, assessments or municipal charges in excess of \$10,000, which has not been paid prior to the end of a fiscal year
  3. The Tax Collector of the Township of Harding is hereby authorized to process the cancellation of any property tax refund or delinquency of less than \$10.00 without further action of the governing body.
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**Resolution TC 20-039 –Model Cash Management Plan**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that for the year 2020, the following shall serve as the cash management plan of the Township of Harding:

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Township of Harding funds.

The following are suitable and authorized investments:

1. Interest bearing bank accounts and certificates of deposit in authorized banks, listed below, for deposit of local unit funds.
2. Government money market mutual funds as comply with N.J.S.A. 40A:5-15.1(e).
3. Local government investment pools which comply with N.J.S.A. 40A:5-15(e) and conditions set by the Division of Local Government Services.
4. New Jersey State Cash Management Fund.
5. Repurchase agreements (repos) of fully collateralized securities which comply with N.J.S.A. 40A:5-15(a); and

**BE IT FURTHER RESOLVED**, each month, the Chief Financial Officer shall prepare a schedule of investments purchase and redeemed, investment earnings, fees incurred and market value of all investments; and

**BE IT FURTHER RESOLVED**, the following Government Unit Depository Protection Act approved banks are authorized depositories for the deposit of funds:

PNC Bank

TD Bank

Provident Bank

Peapack-Gladstone Bank	NJ ARM	Magyar Bank
Amboy Bank	M&T Bank	Investors Bank
Bank of America	Santander Bank	Columbia Bank
Valley National Bank	Lake Land Bank	New Jersey Cash Management Fund
Wells Fargo Bank	Affinity Federal Credit Union	

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that any successor of any of the aforementioned banks and any bank that provides GUDPA certification are hereby authorized depositories; and

**BE IT FURTHER RESOLVED**, disbursements from all checking accounts except as otherwise noted herein shall be signed by any two (2) of the following four (4) authorized individuals to include at minimum each check to bear one original signature. The Mayor and Finance Committee Chairman may designate a facsimile signature as subject to approval:

Mayor  
Finance Committee Chairman  
Township Administrator  
Chief Financial Officer

and;

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer or his designee is authorized to wire transfer funds for investment and payment of capital debt; and

**BE IT FURTHER RESOLVED**, the following are the authorized checking accounts:

1. Current Fund
2. Grant Fund
3. Capital Fund
4. Open Space Trust
5. Sewer Operating
6. Sewer Capital
7. Trust Fund
8. Unemployment Trust
9. Public Assistance Trust
10. Animal Control Trust
11. Forfeiture Trust
12. Affordable Housing Trust
13. Farm at Harding Trust
14. Technical Review Escrow
15. Engineering Escrow
16. Performance Escrow
17. Grading Escrow
18. Tree Escrow

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**Resolution TC 20-040 – Authorizing Temporary Appropriations as Approved by N.J.S.A. 40A:4-19**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations may be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2020; and

**WHEREAS**, the total appropriations in the 2019 Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$7,544,330 ; and

**WHEREAS**, the 2020 Temporary Budget of \$1,967,559 does not exceed 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding, in the County of Morris, New Jersey, that the attached appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for his records.

<b>Department</b>	<b>Budget Line Item</b>	<b>2019 Budget</b>	<b>2020 Temporary Budget</b>
HUMAN RESOURCES	OTHER EXPENSES	\$ 2,950	\$ 774
GENERAL ADMINISTRATION	SALARIES AND WAGES	\$ 317,800	\$ 98,422
GENERAL ADMINISTRATION	OTHER EXPENSES	\$ 77,800	\$ 20,422
MIS	OTHER EXPENSES	\$ 100,155	\$ 26,290
MAYOR AND COUNCIL	SALARIES AND WAGES	\$ 3,600	\$ 945
MAYOR AND COUNCIL	OTHER EXPENSES	\$ 10,600	\$ 2,782
MUNICIPAL CLERK	SALARIES AND WAGES	\$ 42,700	\$ 14,708
MUNICIPAL CLERK	OTHER EXPENSES	\$ 44,150	\$ 11,589
ELECTION	OTHER EXPENSES	\$ 3,500	\$ 918
FINANCIAL ADMINISTRATION	SALARIES AND WAGES	\$ 133,900	\$ 40,148
FINANCIAL ADMINISTRATION	OTHER EXPENSES	\$ 16,406	\$ 4,306
AUDIT SERVICES	OTHER EXPENSES	\$ 31,000	\$ 8,137
TAX COLLECTION	SALARIES AND WAGES	\$ 40,600	\$ 12,657
TAX COLLECTION	OTHER EXPENSES	\$ 5,700	\$ 1,496
TAX ASSESSMENT	SALARIES AND WAGES	\$ 43,500	\$ 13,418
TAX ASSESSMENT	OTHER EXPENSES	\$ 2,650	\$ 2,445
COST OF TAX APPEAL	OTHER EXPENSES	\$ 30,000	\$ 7,875
TAX MAP REVISION	OTHER EXPENSES	\$ 6,500	\$ 1,706
LEGAL SERVICES	OTHER EXPENSES	\$ 130,000	\$ 34,125
ENGINEERING SERVICES	OTHER EXPENSES	\$ 50,000	\$ 13,125
PLANNING BOARD	SALARIES AND WAGES	\$ 11,000	\$ 2,887
PLANNING BOARD	OTHER EXPENSES	\$ 103,400	\$ 27,142
BD OF ADJUSTMENT	SALARIES AND WAGES	\$ 40,000	\$ 12,500
BD OF ADJUSTMENT	OTHER EXPENSES	\$ 33,100	\$ 8,688
UNIFORM CONST. CODE	SALARIES AND WAGES	\$ 232,100	\$ 72,926
UNIFORM CONST. CODE	OTHER EXPENSES	\$ 14,340	\$ 3,764

Harding Township Committee Agenda  
 January 6, 2020  
 Reorganization Meeting

LIABILITY INSURANCE	OTHER EXPENSES	\$ 144,000	\$ 37,800
GROUP INSURANCE	OTHER EXPENSES	\$ 1,297,439	\$ 365,577
HEALTH BENEFIT WAIVER	OTHER EXPENSES	\$ 15,000	\$ 7,500
UNEMPLOYMENT INSURANCE	OTHER EXPENSES	\$ 100	\$ 26
POLICE DEPARTMENT	SALARIES AND WAGES	\$ 1,645,600	\$ 491,970
POLICE DEPARTMENT	OTHER EXPENSES	\$ 108,215	\$ 28,406
EMERGENCY MANAGEMENT	SALARIES AND WAGES	\$ 4,000	\$ 1,050
EMERGENCY MANAGEMENT	OTHER EXPENSES	\$ 1,500	\$ 393
FIRE HYDRANT SERVICE	OTHER EXPENSES	\$ 6,000	\$ 1,575
STREETS & ROAD MAINT	SALARIES AND WAGES	\$ 579,700	\$ 176,171
STREETS & ROAD MAINT	OTHER EXPENSES	\$ 84,200	\$ 22,102
SNOW REMOVAL	SALARIES AND WAGES	\$ 32,000	\$ 20,000
SNOW REMOVAL	OTHER EXPENSES	\$ 107,500	\$ 60,000
SOLID WASTE COLLECTION	SALARIES AND WAGES	\$ 2,000	\$ 525
SOLID WASTE COLLECTION	OTHER EXPENSES	\$ 92,000	\$ 24,150
RECYCLING	SALARIES AND WAGES	\$ 9,000	\$ 2,612
RECYCLING	OTHER EXPENSES	\$ 17,000	\$ 4,462
BUILDING & GROUNDS	OTHER EXPENSES	\$ 88,500	\$ 23,231
VEHICLE MAINT.	OTHER EXPENSES	\$ 69,000	\$ 18,112
CONDOMINIUM REIMB	OTHER EXPENSES	\$ 45,000	\$ -
HEALTH SERVICE	SALARIES AND WAGES	\$ 78,100	\$ 25,501
HEALTH SERVICE	OTHER EXPENSES	\$ 18,400	\$ 4,830
ENVIRONMENTAL COMMISSION	SALARIES AND WAGES	\$ 2,000	\$ 600
ENVIRONMENTAL COMMISSION	OTHER EXPENSES	\$ 3,700	\$ 971
ANIMAL CONTROL COST	OTHER EXPENSES	\$ 2,500	\$ 656
WELFARE ADMINISTRATION	OTHER EXPENSES	\$ 750	\$ 196
OPENSOURCE COMMISSION	SALARIES AND WAGES	\$ 2,000	\$ 600
HISTORICAL PRESERVATION	OTHER EXPENSES	\$ 1,500	\$ 393
CONT. TO S/C PROGRAM	OTHER EXPENSES	\$ 4,500	\$ 1,181
MAINT. OF PARKS	OTHER EXPENSES	\$ 35,000	\$ 9,187
MAINT OF LIBRARY	OTHER EXPENSES	\$ 40,000	\$ -
MUNICIPAL ALLIANCE	OTHER EXPENSES	\$ 500	\$ 131
ACCUMULATED LEAVE COMP	SALARIES AND WAGES	\$ 50,000	\$ 7,500

ELECTRICITY	OTHER EXPENSES	\$ 40,000	\$ 10,500
STREET LIGHTING	OTHER EXPENSES	\$ 4,000	\$ 1,250
TELEPHONE	OTHER EXPENSES	\$ 28,000	\$ 7,750
WATER & SEWER	OTHER EXPENSES	\$ 1,000	\$ 262
NATURAL GAS/HEATING OIL	OTHER EXPENSES	\$ 13,000	\$ 3,750
GASOLINE	OTHER EXPENSES	\$ 60,000	\$ 17,500
CONTINGENCY	OTHER EXPENSES	\$ 2,500	\$ 656
PERS	OTHER EXPENSES	\$ 158,500	\$ -
DCRP	OTHER EXPENSES	\$ 2,500	\$ 2,000
SOCIAL SECURITY	OTHER EXPENSES	\$ 246,000	\$ 85,000
PFRS	OTHER EXPENSES	\$ 372,400	\$ -
JUDGEMENTS	OTHER EXPENSES	\$ 100	\$ 26
CHATHAM/MORRIS CO911 I/L	OTHER EXPENSES	\$ 100,000	\$ -
MORRIS COUNTY I/L	OTHER EXPENSES	\$ 72,000	\$ 32,000
MORRIS CTY PARTNERSHIP	OTHER EXPENSES	\$ 1,000	\$ 262
JOINT MUNICIPAL COURT	OTHER EXPENSES	\$ 85,000	\$ 25,000
MATCHING FUNDS FOR GRANT	OTHER EXPENSES	\$ 10,000	\$ -
DOT GRANT	OTHER EXPENSES	\$ 205,000	\$ -
DRUNK DRIVING ENFORCEMEN	OTHER EXPENSES	\$ 2,430	\$ -
COMMUNITY FOUNDATION NJ	OTHER EXPENSES	\$ 6,857	\$ -
CLEAN COMMUNITY PROGRAM	OTHER EXPENSES	\$ 10,873	\$ -
ALCOHOLD ED REHAB PROG.	OTHER EXPENSES	\$ 757	\$ -
DISTRACTED DRIVING CRACKDOWN	OTHER EXPENSES	\$ 5,500	\$ -
MARGETTS FIELD	OTHER EXPENSES	\$ 2,757	\$ -
EMERGENCY APPROPRIATION	OTHER EXPENSES	\$ -	\$ -
SPECIAL EMERGENCY	OTHER EXPENSES	\$ -	\$ -
UNFUNDED ORDINANCE	OTHER EXPENSES	\$ -	\$ -
<b>TOTAL CURRENT BUDGET EXCLUDING CIF &amp; DEBT SERVICE</b>		<b>\$ 7,544,330</b>	<b>\$ 1,967,559</b>

CAPITAL IMP. FUND	OTHER EXPENSES	\$ 616,000	\$ -
BOND PRINCIPAL	OTHER EXPENSES	\$ 241,839	\$ 245,000
NOTES PRINCIPAL	OTHER EXPENSES	\$ -	\$ -
BOND INTEREST	OTHER EXPENSES	\$ 111,000	\$ 105,000
NOTE INTEREST	OTHER EXPENSES	\$ 24,700	\$ 33,600
<b>TOTAL CAPITAL IMPROVEMENT FUND &amp; DEBT SERVICE</b>		<b>\$ 993,539</b>	<b>\$ 383,600</b>

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**Resolution TC 20-041 – Authorize Temporary Appropriations As Provided by N.J.S.A. 40A:4-19  
Township of Harding Sewer Utility**

**WHEREAS**, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2020 budget, temporary appropriations may be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of January 2020; and

**WHEREAS**, the total appropriations in the 2019 Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$230,000

**WHEREAS**, the 2020 Temporary Budget of \$56,437 does not exceed 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding, in the County of Morris, New Jersey, that the attached appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for his records.

<b>OPERATING</b>	<b>2019 Budget</b>	<b>2020 Temporary</b>
Salaries & Wages	\$ 25,000	\$ 6,562
Other Expenses	\$ 188,000	\$ 49,350
Social Security	\$ 2,000	\$ 525
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 215,000</b>	<b>\$ 56,437</b>
<b>CAPITAL IMPROVEMENTS</b>		
Capital improvement Fund	\$ 15,000	\$ 0
<b>TOTAL:</b>	<b>\$ 230,000</b>	<b>\$ 56,437</b>

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**Resolution TC 20-042 – Tax Appeal Defense Approval**

**WHEREAS**, counterclaims must be filed within 20 days of service of a Tax Court Complaint; and

**WHEREAS**, a Township Committee meeting date may fall outside that timeline.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris that Dorsey & Semrau is hereby authorized to file counterclaims with the Tax Court of New Jersey regarding any tax appeal filed with the Tax Court of New Jersey; and

**BE IT FURTHER RESOLVED**, that Dorsey & Semrau will do what is necessary or desirable to effectuate settlement of any case, without prejudice to the Township's interest in any other pending or future tax assessment appeals; and

**BE IT FURTHER RESOLVED**, the Township Administrator is authorized to approve tax settlements that do not exceed \$5,000.00 for each tax year that is settled.

**Resolution TC 20-043 – Authorizing the Chief Financial Officer to Pay Certain Bills in Advance of the Regular Township Meeting**

**WHEREAS**, there is a need to pay certain bills in advance of the regular Township Committee meeting; and

**WHEREAS**, this request is reasonable and appropriate.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding, in the County of Morris, State of New Jersey on an as needed basis to be determined by the Chief Financial Officer, payment of bills in advance of the regular Township Committee meeting is hereby authorized.

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**Resolution TC 20-044 – Authorize the Finance Office to Maintain Petty Cash in the Amount of \$300.00**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash fund for the Township of Harding; and

**WHEREAS**, the Township Committee of the Township of Harding established such fund in May 1981.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that a petty cash fund shall be established and maintained in the Finance Department in the amount of \$300.00. Such petty cash shall be used for purchases not to exceed \$25.00.

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**Resolution TC 20-045 – Resolution Authorizing the Mayor to sign the Chief of Police’s Employment Agreement**

**BE IT RESOLVED**, the Mayor is authorized to execute the Chief’s employment agreement.

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**Resolution TC 20-046 – Resolution Establishing the Pay Frequency for Township Employees**

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that the Chief Financial Officer is hereby authorized to pay Township employees from the Township of Harding Payroll Account semi-monthly and that all payroll checks shall be signed by the Chief Financial Officer, the Assistant Treasurer, or Township Administrator.

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**Resolution TC 20-047 – Authorizing the Preparation of the Estimated Tax Bills for the Year 2020**

**WHEREAS**, the Division of Local Government Services, State of New Jersey has the authority by State Statute to examine, review and then certify all local government budgets to the County Board of Taxation for the purpose of real estate taxation; and

**WHEREAS**, if the Morris County Board of Taxation cannot strike a tax rate until such certification is received from the State of New Jersey and will therefore cause a delay in issuing tax bills; and

**WHEREAS**, the Township Committee feels that there will be insufficient cash flow to support operations in August 2020 unless third quarter revenue is received on time; and

**WHEREAS**, after the Tax Collector computed the estimated tax levy and the Chief Financial Officer have reviewed it in accordance with N.J.S.A. 54:4-66.3.

**BE IT RESOLVED**, that the Township Committee of Harding Township, County of Morris, State of New Jersey, hereby authorized (if necessary) that:

1. The Tax Collector is directed to prepare and issue estimated tax bills for the Municipality of Harding Township for the third quarter 2020, in accordance with the provisions of N.J.S.A. 54:4-66.2et seq.
2. The Tax Collector is directed to submit in writing to the Township Committee the entire 2020 third (3<sup>rd</sup>) quarter tax levy.
3. The Tax Collector takes any additional steps necessary to implement this resolution if the final tax rate is not received from Morris County Board of Taxation.

and;

**BE IT FURTHER RESOLVED**, that the Municipal Clerk provides a certified copy of this resolution to the Tax Collector and Chief Financial Officer.

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**Resolution TC 20-048 – Resolution to Approve Payment of Vouchers**

**WHEREAS**, vouchers for payment have been submitted to the Township Committee by the various Township departments.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding that all vouchers approved by the Finance Department be paid subject to the certification of the availability of funds by the Chief Financial Officer.

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**Resolution TC 20-049 – Authorize Use of State and County Co-Op's**

**WHEREAS**, the Township of Harding, pursuant to N.J.S.A. 40 A: 11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program, the Morris County Cooperative Pricing Council, the Somerset County Cooperative Pricing System and the Middlesex Regional Educational Services Commission Cooperative Pricing System for any State or County contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury, the Morris County Cooperative Pricing Council, the Somerset County Cooperative Pricing System and the Middlesex Regional Educational Services Commission Cooperative Pricing System; and

**WHEREAS**, the Township of Harding has the need on a timely basis to purchase goods or services utilizing State, Morris County Cooperative contracts, Somerset County Cooperative contracts or Middlesex Regional Educational Services Commission Cooperative Pricing System contracts; and

**WHEREAS**, the Township of Harding intends to enter into contracts with the attached referenced State, Morris County Cooperative Contract, the Somerset County Cooperative Contract and the Middlesex Regional Educational Services Commission Cooperative Pricing System Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State, Morris, Somerset and Middlesex County Cooperative contracts.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that the Township of Harding authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State, Morris County Cooperative Contract Vendors, Somerset County Cooperative Contract Vendors and Middlesex Regional Educational Services Commission Cooperative Pricing System Contract



Vendors pursuant to all conditions of the individual State, Morris County, Somerset County and Middlesex Regional Educational Services Commission Cooperative Pricing System Cooperative contracts; and

**BE IT FURTHER RESOLVED**, that the governing body of the Township of Harding pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

**BE IT FURTHER RESOLVED**, that the duration of the contracts between the Township of Harding and the Referenced State, Morris County, Somerset County and Middlesex Regional Educational Services Commission Cooperative Pricing System Cooperative Contract Vendors shall be from January 1, 2020 to December 31, 2020.

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**Resolution TC 20-050 – Resolution Authorizing an Amendment to the Agreement for Marketing of Recyclable Materials**

**WHEREAS**, the provisions of the "New Jersey Statewide Mandatory Source Separation and Recycling Act," (N.J.S.A. 13:1E-99.11 et al.) (the "Act"), require every municipality in this State to provide for the source separation and recycling of marketable materials generated from residential premises within its jurisdiction; and

**WHEREAS**, pursuant to the Act, the Municipality has adopted and enforces mandatory source separation and anti-scavenger ordinance(s) for Recyclable Materials; and

**WHEREAS**, the Morris County Municipal Utilities Authority (MCMUA) desires to assist municipalities in meeting their recycling goals pursuant to the Act by providing an outlet for disposal of Recyclable Materials; and

**WHEREAS**, on January 25, 2016, the Authority entered into an agreement with FCR Morris, LLC (dba ReCommunity) for the marketing of Recyclable Materials ("FCR Contract"), effective January 25, 2016, which contract provides the Authority with certain rates for the Recyclable Materials delivered to FCR by the MCMUA; and

**WHEREAS**, the FCR Contract extends those rates to municipalities which execute contracts with the MCMUA ("Supplemental Municipal Contracts") pursuant to which the Municipality agrees to direct its Fiber Mix, and/or Container Mix and/or Single-Stream Recyclables to FCR as set forth in the FCR Contract; and

**WHEREAS**, pursuant to the Municipal and County Utilities Authority Law, N.J.S.A. 40:14B-1 et seq., the MCMUA may enter into a contract with a municipality for the provision of recycling services; and

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65- 1, (L.2007, c.63, s.2.) a Municipal Corporation and a County Utility Authority in the State of New Jersey are considered "Local Units." Local Units are encouraged and authorized to enter into agreements which promote the sharing and/or consolidation of services; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-4(a)(3)(b), any agreement entered into pursuant to this section shall be filed, for informational purposes, with the Division of Local Government Services in the Department of Community Affairs, pursuant to rules and regulations promulgated by the director; and

**WHEREAS**, pursuant to N.J.S.A 40A:65-5, local units entering into shared services agreements must adopt a resolution authorizing and clearly identifying the agreement and ensure that a copy of the agreement shall be open to public inspection at the offices of the local unit immediately after passage of a resolution to become a party to the agreement; and

**WHEREAS**, pursuant to N.J.S.A. 40A:65-59(c), the agreement shall take effect upon the adoption of appropriate resolutions by all parties thereto, and execution of agreements authorized thereunder as set forth in the agreement.

**BE IT RESOLVED**, in consideration of the mutual covenants and agreements hereinafter mentioned, the parties agree as follows:

**1. Section I c):**

**I. Municipal Responsibilities**

- c. For the recyclable materials transported to FCR under the terms of this shared service agreement by the Municipality's selected transporter, as of January 1, 2020, the Municipality shall review and reconcile FCR's weight tickets directly with FCR prior to the 4<sup>th</sup> business day following the end of each month. The purpose of this review and reconciliation is so the Municipality and FCR are in agreement as to the quantity of recyclable materials accepted during the month so the quantity of recyclable materials in the monthly statement from FCR to the MCMUA is previously reconciled by the Municipality and FCR prior to the issuance of the FCR monthly statement to the MCMUA by the 5<sup>th</sup> business day following the end of each month.

**2. Section II:**

**II. MCMUA Responsibilities**

The MCMUA shall bill the Municipality each month for Fiber Mix, Container Mix, and/or Single Stream recyclables delivered to FCR Morris in accordance with a monthly statement provided by FCR. The MCMUA will receive this information from FCR on a monthly basis following review and reconciliation of all delivery weight receipts between FCR and the Municipality in accordance with Section I paragraph c) Municipal Responsibilities.

**3. Section IV a):**

**IV. Payment**

- a. The Municipality agrees to pay the MCMUA or be paid by the MCMUA for the Fiber Mix, Container Mix, and/or Single Stream Recyclables delivered by the Municipality to the FCR Recycling Facility according to the Fiber Mix, Container Mix and Single Stream Recyclables formulas set forth in Appendix I of the FCR Contract. The MCMUA shall not charge a monthly administrative fee of \$10.00.

**BE IT FURTHER RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the Harding Township Committee hereby approves the agreement for marketing of recyclable materials as annexed hereto and authorizes the Mayor and Municipal Clerk to execute the agreement.

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**Resolution TC 20-051 – Resolution Authorizing the Award of a Contract for Tree Conservation Officer – The Shade Tree Department -- for the Year 2020**

**WHEREAS**, the Township of Harding has a need to award a contract for the services of a Tree Conservation Officer for the year 2020; and

**WHEREAS**, funds are available for this purpose.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following contract is hereby awarded for a one year period:

Tree Conservation Officer	John D. Linson Township of Harding Ordinance 225-3G	1/1/20 to 12/31/20 \$90.00 per hour Not to exceed \$5,000.00 01-2020-1165-0165-2-00038
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**Resolution TC 20-052 – Resolution Authorizing an Agreement with Valley Health System for Drug and Alcohol Testing for the Year 2020**

**WHEREAS**, the Township of Harding has a need to award an agreement for Drug and Alcohol Testing for the year 2020; and

**WHEREAS**, funds are available for this purpose.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following contract is hereby awarded for a one year period:

Valley Health System	Drug and Alcohol Testing Township of Harding Ordinance 225-3G	1/1/20 to 12/31/20 \$500.00 for the year Not to exceed \$500.00 01-2020-1105-0105-2-00020
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**Resolution TC 20-053 Resolution Authorizing an Annual Donation of \$40,000.00 to the Kemmerer Library, Harding Township, New Jersey**

**WHEREAS**, on June 4, 2008, the Township of Harding Township Committee approved Ordinance #7-08 authorizing a ground lease between the Township of Harding and the Kemmerer Library; and

**WHEREAS**, the initial term of the lease shall be for forty years; and

**WHEREAS**, in accordance with the requirements of N.J.S.A. 40A:12-14 (c) of the Local Lands and Building Law, the Kemmerer Library of the Township of Harding, shall annually submit a report to the Township Administrator, describing the use to which the leasehold was put to use during the previous year, the activities that it has taken in furtherance of the public purpose and an affirmation of its continued tax-exempt status pursuant to state and federal law; and

**WHEREAS**, the Kemmerer Library, Harding Township, submitted the 2019 Annual Report; and

**WHEREAS**, since 2007, the Township of Harding Township Committee has donated \$40,000.00 annually to the Kemmerer Library.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey, that the Harding Township Committee hereby authorizes the Qualified Purchase Agent to prepare a purchase order in the amount of \$40,000.00; and

**BE IT FURTHER RESOLVED**, that all other Township Officials and Employees are hereby authorized and directed to take all action necessary and appropriate to effectuate the terms of this resolution.

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**Resolution TC 20-054 Resolution Authorizing an Annual Donation of \$4,500.00 to the Harding Township Senior Citizens**

**WHEREAS**, the Harding Township Senior Citizens have made and continue to make Harding Township a wonderful place to live; and

**WHEREAS**, the Harding Township Senior Citizens' organization is essential for our senior citizens to communicate with local officials.

**BE IT RESOLVED**, that the Township Committee of the Township of Harding in the County of Morris, in the State of New Jersey, hereby express their appreciation to the Senior Citizens' of Harding Township for all the very positive contributions that make Harding a great place to live; and

**BE IT FURTHER RESOLVED**, the Township Committee upon final approval of the 2020 budget, authorize an annual donation in the amount of \$4,500.00 to be paid to the Harding Township Senior Citizen's organization

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**Resolution TC 20-055 – Resolution Authorizing the Award of a Contract with Quikteks, LLC for IT Services**

**WHEREAS**, the Township of Harding has a need a contract for IT services for the year 2020; and

**WHEREAS**, funds are available for this purpose.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following contract is hereby awarded for a one year period:

IT Services	Quiktek, LLC	1/1/20 to 12/31/20 Not to exceed \$24,000.00 01-2020-1240-0240-2-00027
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**Resolution TC 20-056 – Resolution to Authorize the Award of a Contract for Lawn Care Services to High Valley Farm & Contracting Corp.**

**WHEREAS**, the Township of Harding has a need to contract for Lawn Care services for the year 2020; and

**WHEREAS**, High Valley Farm & Contracting Corporation was the lowest bidder; and

**WHEREAS**, funds are available for this purpose.

**BE IT RESOLVED**, by the Township Committee of the Township of Harding in the County of Morris and State of New Jersey that the following contract is hereby awarded for a one year period:

Lawn Care Services	High Valley Farm & Contracting Corp.	1/1/20 to 12/31/20 Not to exceed \$62,420.10 for 30 Occurrences 26-9999-2600-2600-2-00299 05-5000-00000-0000-2-0000 01-2020-1375-0375-2-00000 01-2020-1310-0310-2-00038
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**TC Resolution 20-057 – Resolution to Appoint Designated Employer Representative for Controlled Substances and Alcohol Use and Testing Policies for Commercial Drivers Licenses (CDL) as per 49 CFR Part 382**

**WHEREAS**, the United States Department of Transportation and the Federal Motor Carrier Safety Administration as mandated in 49 CFR Part 382, require every entity who employs employees with commercial driver's licenses appoint a Designated Employer Representative (D.E.R.) who will make formal decisions regarding the approved drug and alcohol testing policy; and

**WHEREAS**, the Suburban Municipal Joint Insurance Fund and the Municipal Excess Liability Fund require that the D.E.R. must be an employee of the municipality and must have a complete understanding of the commercial driver's license drug and alcohol testing procedures outlined by federal law as well as the employers policies and procedures; and

**WHEREAS**, the D.E.R. must be authorized and empowered to take immediate action to removed employees from safety-sensitive duties if test results warrant such action; and

**WHEREAS**, the D.E.R. and secondary D.E.R. must be available 24 hours, 7 days a week in order to take immediate action.

**BE IT RESOLVED**, by the Harding Township Committee that Lorene Wright, Assistant Administrator and Tracy Toribio, Department of Public Works Superintendent have completed the required training as outlined by the JIF and MEL and prescribed by the USDOT, FMCSA, and Federal Law 49 CFR Part 382; and

**BE IT FURTHER RESOLVED**, Lorene Wright is designated Employer Representative for Controlled Substances and Alcohol Use and Testing Policies for Commercial Drivers Licenses; and

**BE IT FURTHER RESOLVED**, Tracy Toribio is designated Assistant Employer Representative for Controlled Substances and Alcohol Use and Testing Policies for Commercial Drivers Licenses.

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**TC Resolution 20-058 – Resolution to Appoint Corporate Benefit Solutions to Represent the Township's Interests to the NJMEHBF – Producer's Agreement**

**WHEREAS**, this Agreement entered into this 1st day of January, 2020 between the Harding Township (hereinafter referred to as the Municipality) and Corporate Benefits Solutions (hereinafter referred to as the Producer); and

**WHEREAS**, the bylaws and risk management plan of the North Jersey Municipal Employee Benefits Fund (hereinafter referred to as the Fund) require the Program Manager to provide, among other duties , various Field Service and Marketing activities to member local units of the Fund; and

**WHEREAS**, The Program Manager , subject to approval of the Fund ' s Executive Committee may allow said Field Service and Marketing activities to be performed by another qualified person or firm designated and duly requested and appointed by a member local unit to provide said services; and

**WHEREAS**, Harding Township desires the professional services as outlined in this Agreement to be performed by Producer pursuant to the resolution adopted by the Fund member's Governing Body; and

**WHEREAS**, The Program Manager has agreed to sub-contract said services and the Executive Committee of the Fund has approved and authorized The Program Manager to enter into this sub-contract agreement at its meeting held on the 23<sup>rd</sup> day of January, 2020 to be effective on January 1, 2020; and

**WHEREAS**, Producer shall comply with all Laws and Regulations governing the operations of Health Insurance Funds, as well as, N.J.S.A. 17:44A-20.4 et seq, if applicable, and adhere to a high level of professionalism in the performance of their duties under this Agreement.

**BE IT RESOLVED**, the parties in consideration of the mutual promises and covenants set forth herein agree as follows:

- A. Evaluation of the Fund Member(s) requirements and coverage available through the Fund.
- B. Explanation of the various coverages available from the Fund and assist the Fund Member(s) in the selection of proper coverage.
- C. Preparation of applications, census data and disclosure forms, etc., required by the Fund.
- D. Presentation of the Fund's programs to officials of the Fund Member(s) and, when so directed by the m, to the bargaining units and other covered persons, including employee meetings, etc., for the purpose of communicating and coordinating the installation of the Fund's program(s).
- E. Review the Fund's assessment (s) with the Fund Member(s) and assist the Fund Member(s) in the preparation of the Employee Benefits portion of its insurance budget.
- F. Assist the Fund Member(s) in reviewing the proposed plan document as prepared by the fund to make sure it is consistent with current benefit plans (prior document it was to replace if applicable), and other contractual requirements, including any amendments, the retro , prior to the final approval of said document.
- G. Act as a liaison between Fund Member(s), its covered persons, bargaining units etc. and The Program Manager as well as any other Fund Professional(s) to resolve coverage, claim and service issues.
- H. Act as a liaison between the Fund and the Fund member(s), its bargaining units and other covered persons for the purpose of providing ongoing member communications.
- I. Assist the Fund in achieving its objectives, which include, but are not limited to cost containment efforts, employee education /communication and problem resolution.

- J. Prepare employee communication documents concerning initial enrollment and the annual open enrollment, and coordinate the enrollment process between the Fund Member(s), The Program Manager and other Fund professionals.
- K. Consult with Fund Member(s) concerning plan design options in accordance with the Fund objectives. When requested by member town, provide advice and attendance with union negotiations regarding proposed plan changes and communicate any proposed changes to The Program Manager, within the Fund's Benefit Change Policy/Procedure for processing such change. Program Manager will present such changes for approval in accordance with the Fund's procedures. Coordinate all appropriate revisions to plan documents with The Program Manager as necessitated by such changes .
- L. Promptly communicate to The Program Manager, any written complaints or claim appeals received by the Producer and assist in the resolution of same according to Fund's policies and procedures.
- M. Maintain a complaint log on forms supplied by The Program Manager, expressed by Fund Member(s) and /or its covered persons including the resolution of the same. The log and report shall be submitted to The Program Manager by the fifth (5) working day of each month, covering prior month's activity.
- N. Keep informed on the funds operations as to the extent allowed by the Fund and apprise Fund Member(s) on Fund matters of importance to them.
- O. Any other related services required as may be agreed between The Program Manager and the Producer or as requested by the Fund.
- P. Producer shall comply with the applicable data transmission, security, and privacy requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 , Public Law I 04-191 and the Health Information Technology for Economic and Clinical Health Act (H IT ECH), title XIII of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) and any regulations promulgated there under.

**BE IT FURTHER RESOLVED**, the term of this Agreement shall be for one year from the 1st<sup>t</sup> day of January, 2020 unless terminated as hereinafter provided in this Agreement; and

**BE IT FURTHER RESOLVED**, the Municipality authorizes the Fund to pay its Producer as compensation for services rendered the amount as determined or as approved by the Executive Committee of the Fund, and which amount has been included in the Municipality' s assessment; and

**BE IT FURTHER RESOLVED**, the Municipality may terminate this Agreement at any time during the term thereof by giving ninety (90) days written notice setting forth the cause or causes for termination of the Producer. The Producer may terminate this Agreement at any time during the term thereof, by giving ninety (90) days written notice. Fees shall be prorated to the date of termination.

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**ORDINANCE FOR FIRST READING - NONE**

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**ADJOURNMENT – Mayor**