
TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

Minutes of: Governing Body Reorganization Meeting
Date of Meeting: January 7, 2025
Time of Meeting: 6:30 p.m.
Minute Page No: Page 1 of 31

The Reorganization Meeting of the Governing Body was called to order by Mayor Michele Dale at 6:34 p.m.

Adequate Notice Statement

Mayor Dale read the following statement:

Pursuant to the provisions of the Open Public Meetings Act (N.J.S.A. 10:4-8) adequate notice of this Reorganization Meeting was advertised in the Herald News in and The Record in its issues of December 17, 2024, and posted on the bulletin board in the main corridor of the Town Hall and on file in the Office of the Township Clerk.

Please also make note of all fire and emergency exits – located to the left, right and rear of this room – for use in case of an emergency. Thank you.

Agenda No. I

Pledge of Allegiance

Mayor Dale led all in attendance in a salute to the flag.

Mayor Dale asked that all observe a moment of silence for the victims in New Orleans and then another moment of silence in observance of the passing of President Carter.

Agenda No. II

Administration of Oath

Assemblywoman Dunn was in attendance for the swearing in of Councilwoman Erik and Councilwoman Lichtenberg.

New Jersey Assemblywoman Dunn administered the following Oaths of Public Office:

Councilwoman Ada Erik (January 1, 2025 – December 31, 2027) put her hand on the Bible as Assemblywoman Dunn administered the oath of office.

Councilwoman Marilyn Lichtenberg (January 1, 2025 – December 31, 2027) put her hand on the Bible as Assemblywoman Dunn administered the oath of office.

Assemblywoman Aura Dunn sponsored some motor vehicle commission mobile units to assist residents in the past year and will continue this year. Mayor Dale wants to look into the possibility of offering night hours for this service.

Agenda No. III

Roll Call

Present: Councilmembers Ada Erik, Michael Chazukow, Marilyn Lichtenberg, Kevin Goodsir, Matthew Conlon, and David Marsden

Absent:

Also Present: Mayor Michele Dale, Township Administrator William Senande, Township Attorney Ed Pasternak

Agenda No. IV

Election of Council President

2024 Council President Councilwoman Lichtenberg nominated Councilman Marsden. Seconded by Councilman Conlon. Councilwoman Erik made a motion to close and confirm, seconded by Councilman Conlon. All were in favor.

Councilman Marsden

Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden

Voted Nay: None

Abstain:

Motion carried.

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Agenda No. V

Consent Agenda & Resolutions

Agenda No. V 1

~ Resolution 2025 – 001 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING PASSAGE OF A SPECIAL CONSENT AGENDA

WHEREAS, the Mayor and Township Council of the Township of West Milford has reviewed the Consent Agenda consisting of various proposed Resolutions and Applications.

NOW, THEREFORE, BE IT RESOLVED, that the following Resolutions on the Consent Agenda are hereby approved:

Resolutions:

- 1)
 - a) **2025-002** - Resolution establishing protocols for nominations
 - b) **2025-003** - Re-establishment of Beautification/Recycling Task Force Committee
 - c) **2025-004** - Re-establishment of Emergency Management Council
 - d) **2025-005** - Re-establishment of Fire Board of Review
 - e) **2025-006** - Re-establishment of Heritage Committee
 - f) **2025-007** - Re-establishment of Municipal Alliance Committee
 - g) **2025-008** - Re-establishment of Safety Committee
 - h) **2025-009** - Re-establishment of Shade Tree Advisory Committee
 - i) **2025-010** - Re-establishment of Stormwater Pollution Prevention Team
- 2)
 - a) **2025-011** - Annual Meeting Notice
 - b) **2025-012** - Annual Health Meeting Notice
 - c) **2025-013** - Designating Official Newspapers for the Township of West Milford
 - d) **2025-014** - Establishing a Cash Management Plan
 - e) **2025-015** - Provide for the Hours of Collection of Taxes
 - f) **2025-016** - Rate of Interest to be Charged on Unpaid Taxes and Improvement Assessments
 - g) **2025-017** - Authorizing the CFO to Maintain a Petty Cash and Various Change Funds
 - h) **2025-018** - Release of Executive Session Minutes
 - i) **2025-019** - Best Practices Surplus Policy
 - j) **2025-020** - Affirm Civil Rights Policy

Adopted: January 7, 2025

Agenda No. V 1 a

~ Resolution 2025 – 002 ~

**RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC,
STATE OF NEW JERSEY ESTABLISHING PROTOCOLS FOR NOMINATIONS MADE BY THE
GOVERNING BODY TO FILL VACANCIES**

WHEREAS, the Township Council of the Township of West Milford has agreed to establish protocols that provide for efficiency, fairness and proper consideration in nominations and appointments that are within their purview.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Milford hereby establishes the following protocols for nominations and appointments:

Nominations:

1. The Municipal Clerk conducted a drawing whereby a Council member was chosen to begin the nominating process. Thereafter each Council member is afforded an opportunity to participate in the nomination process from left to right.
2. Each Council member shall make one nomination only and then defer to the rotation for subsequent nominations to afford each Council member an opportunity to make a nomination except;
 - a. If the person making the initial nomination believes that the roster of persons seeking appointment to a particular board, committee or commission is non-

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- controversial and there is not greater interest than vacancies on said board, committee or commission, the person making the initial nomination may seek consensus from his or her Council colleagues to nominate the entire roster for that particular board, committee or commission.
3. Nominations will not require a second from the Council.

Appointments:

1. After all nominations have been made to a board, committee or commission, a member of the Council shall make a motion to close nominations and another member of the Council shall second that motion.
2. The municipal clerk shall be instructed to take a roll call vote for each nominee in the order in which the nominations were made with the exception of "bulk" nominations made in accordance with "Nominations 2a" above.
3. Appointments shall be deemed confirmed when the entire roster of nominees has been subject to a vote and the persons receiving the most number of votes shall be deemed appointed to the related vacancy.
4. In the event of a tie vote for any nominee or where controversial issues cannot be resolved, a member of the Council shall make a motion to table the nominations to that particular board, committee or commission to the February 12, 2025 Regular Meeting of the Governing Body.

This resolution shall take effect immediately.

Adopted: January 7, 2025

Agenda No. V 1 b

~ Resolution 2025 – 003 ~

**RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC,
STATE OF NEW JERSEY RE-ESTABLISHING A BEAUTIFICATION/RECYCLING
TASK FORCE COMMITTEE (ADVISORY)**

WHEREAS, the Mayor & Township Council of the Township of West Milford wishes to re-establish a Beautification/Recycling Task Force Committee (Advisory); and

WHEREAS, the purpose of the committee shall be to develop and promote a beautification program within the Township of West Milford and to provide advice with regard to garbage and recycling matters in the Township; and

WHEREAS, the committee shall seek approval from the Township Administrator before proceeding with any beautification programs; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council that it does hereby re-establish the Beautification/Recycling Task Force Committee with the following provisions:

1. **MEMBERSHIP:** The number of members shall be (8) eight members, one of whom shall be a liaison member of the Township Council; five (5) shall be citizen members; one who shall be a representative from the West Milford commercial community; and one liaison member who shall be the Recycling Coordinator.
2. **CHAIRPERSON:** The committee shall appoint one member from the (8) members to serve as Chair of the committee
3. **APPOINTING AUTHORITY:** The member of the Township Council shall be appointed by the Township Council. All other members shall be appointed by and shall serve at the pleasure of the Township Council. In the event that a member fails to attend three consecutive meetings of the committee, the Chairperson will advise the appointing authority in order to have a replacement appointed.
4. **SUNSET:** The Committee shall cease to exist unless re-established by the Township Council at its Organizational Meeting in January 2026.

Adopted: January 7, 2025

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Agenda No. V 1 c

~ Resolution 2025 – 004 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY APPOINTING MEMBERS TO THE EMERGENCY MANAGEMENT COUNCIL IN ACCORDANCE WITH SECTION §15-50 OF THE TOWNSHIP CODE

WHEREAS, Residents' safety is enhanced by the Emergency Management Council; and

WHEREAS, Township Code Section §15-50 provides for an Emergency Management Council to assist in supervising and coordinating the civilian defense and disaster control activities of the Township; and

WHEREAS, the Emergency Management Council shall consist of up to 13 persons.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford, New Jersey, that it hereby appoints the following members by title to the Emergency Management Council:

Board of Education Representative - Business Administrator or designee
Chief of Police
Director of Community Services & Recreation
Fire Commissioner
Fire Marshal
Health Officer
Mayor
Public Works Director
Network Administrator
Township Administrator
Construction Official
Upper Greenwood Lake Volunteer Ambulance Corps - President or President's designee
West Milford First Aid Squad - Captain or Captain's designee

Adopted: January 7, 2025

Agenda No. V 1 d

~ Resolution 2025 – 005 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY RE- ESTABLISHING A BOARD OF REVIEW TO HEAR DISCIPLINE MATTERS RELATIVE TO THE FIRE DEPARTMENTS IN THE TOWNSHIP IN ACCORDANCE WITH THE TOWNSHIP'S FUNDING GUIDELINES

WHEREAS, on April 1, 2015 by virtue of Resolution 2015-129 the Township of West Milford did adopt funding guidelines which establish procedures by which fire departments within the Township qualify for municipal funding; and

WHEREAS, the funding guidelines establish a "Process to Discipline Fire Officers"; and

WHEREAS, that process requires the establishment of a Board of Review to which appointment shall be made in January each year; and

WHEREAS, the funding guidelines warrant that the Board of Review shall be comprised of the following appointees:

Member 1: Designated by the Township Administrator
Member 2: Designated by the Fire Chiefs Association and who must be a former Chief within the last ten (10) years who is not a part of the Company in question
Member 3: Designated by the Township Council
Member 4: Designated by the Fire Company where the named individual serves
Member 5 and One (1) Alternate: Designated by the Fire Chiefs Association

; and

WHEREAS, the Township Council hereby establishes the Board of Review and requests that the fire companies, the Fire Chiefs and the Township Administrator make the requisite appointments and notify the Township Clerk of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of West Milford, County of Passaic and State of New Jersey that they do hereby establish a Board of Review in accordance with the funding guidelines for fire departments and request that that the fire companies, the

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Fire Chiefs and the Township Administrator make the requisite appointments and notify the Township Clerk of same.

Adopted: January 7, 2025

Agenda No. V 1 e

~ Resolution 2025 – 006 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY FOR THE RE-ESTABLISHMENT OF THE HERITAGE COMMITTEE

WHEREAS, the Township Council of the Township of West Milford did establish the West Milford Township Heritage Committee (Advisory) to undertake the following:

1. To work cooperatively on the renovation of the designated Township museum site in conjunction with various Township departments and other professionals appointed by the Township.
2. To gather in, catalog and properly store records, artifacts, photographs and other historical materials for placement into the West Milford Township Museum.
3. To oversee the operation of and scheduling at the West Milford Township Museum.

WHEREAS, upon consideration, it is the opinion of the Mayor and Township Council that the Committee should continue its efforts.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Council that it does hereby re-establish a West Milford Township Heritage Committee (Advisory) to undertake this work with the following provisions:

1. **MEMBERSHIP:** The total number of members of this committee shall be seventeen (17) members; one of whom shall be a liaison member of the Township Council, one of whom shall be a liaison member of the Township staff, and fifteen (15) of whom shall be citizens of the Township of West Milford. In the event that a member fails to attend three unexcused consecutive meetings of the committee, the Chairman will advise the appointing authority in order to have a replacement appointed.
2. **APPOINTING AUTHORITY:** The member of the Township Council shall be appointed by and serve at the pleasure of the Township Council.

The member of the Township staff shall be appointed by and serve at the pleasure of the Mayor.
3. **SUNSET:** The Committee shall cease to exist unless re-established by the Township Council at its Organizational Meeting in January 2026.

Adopted: January 7, 2025

Agenda No. V 1 f

~ Resolution 2025 – 007 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE MUNICIPAL ALLIANCE COMMITTEE

WHEREAS, it is in the best interest of health and community safety to provide Substance Abuse Prevention programs and services to the residents of West Milford; and

WHEREAS, the Municipal Alliance Committee can serve as the Committee Against Substance Abuse (CASA) as necessary; and

WHEREAS, Federal Drug Free Communities standards indicate successful communities establish a Committee comprised of a larger group of individual stakeholders; and

WHEREAS, the Township Council believes it is in the best interest of the community to align the Municipal Alliance Committee with Federal Drug Free Communities standards;

WHEREAS, the Municipal Alliance Coordinator is a non-voting member except when called upon to break a tie; and

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NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford, the Municipal Alliance Committee be re-established in accordance with Drug Free Communities standards to include the following member positions in 2025 and beyond:

- 4 – Citizen Members
- 1 – Business Representative
- 1 – Civic/Volunteer Organization Representative
- 1 – Health Care Professional
- 1 – Media Representative
- 1 – Member of an Organization Involved in Reducing Substance Abuse
- 1 – Senior Citizen Member
- 1 – Religious/Fraternal Organization Member
- 1 – Youth Representative, 17 years of age or younger (non-voting member)
- 1 – Parent Representative (PTA appointed, non-voting member)
- 1 – Liaison of the Governing Body (non-voting member)
- 1 – Municipal Alliance Coordinator (non-voting member)
- 1 – Liaison of the Community Services & Recreation Department - Director or Designee (non-voting member)
- 1 – Liaison from the West Milford Police Department (non-voting member)
- 1 – School Representative (BOE Liaison, non-voting member)

BE IT FURTHER RESOLVED, that in accordance with the Township's annual reorganization meeting, members be appointed on an annual basis by the Governing Body of the Township of West Milford.

Adopted: January 7, 2025

Agenda No. V 1 g

~ Resolution 2025 – 008 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY RE-ESTABLISHING A SAFETY COMMITTEE

WHEREAS, the Mayor and Township Council did establish a Safety Committee to review and discuss with management safety issues concerning the Township of West Milford.

WHEREAS, the purpose of the Safety Committee is to provide greater flexibility in complying with future safety requirements and meeting the needs of the Township of West Milford.

MEMBERSHIP: The Committee shall be comprised of eight (8) members as follows:

- 1 Staff Member – Health Department
- 1 Staff Member – Land Use Department
- 1 Staff Member – Administration
- 1 Staff Member – Police Department
- 1 Staff Member – Department of Public Works
- 1 Staff Member – Fire Department
- 1 Staff Member – Department of Community Services & Recreation
- Fire Commissioner

WHEREAS, Denyse Todd in the Administrator's Office shall serve as the secretary to the Safety Committee responsible for providing meeting notifications, preparing agendas and filing related reports with the Morris County Joint Insurance Fund (JIF) and/or its affiliates as necessary.

WHEREAS, each of the following organizations shall be notified of every scheduled safety meeting to provide them an opportunity to send one representative to the meeting, said representatives to be afforded the right to fully participate in the meeting(s):

- Each of the Township's Bargaining Units
- Ambulance Squad(s)
- Township's Insurance Committee

BE IT FURTHER RESOLVED that the Safety Committee shall report to the Township Administrator, making recommendations, rendering opinions and providing input with respect to safety issues affecting the Township of West Milford.

Adopted: January 7, 2025

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~ Resolution 2025 – 009 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY RE-ESTABLISHING A SUBCOMMITTEE OF THE ENVIRONMENTAL COMMISSION KNOWN AS THE SHADE TREE ADVISORY COMMITTEE

WHEREAS, the West Milford Environmental Commission (EC) recommends the establishment of a Shade Tree Advisory Committee as required by the Township of West Milford Community Forestry Management Plan (CCMP) 2015-2019; and

WHEREAS, the West Milford Community Forestry Management Plan (CFMP) received approval from the New Jersey Shade Tree Federation in accordance with requirements of the No Net Loss Reforestation Grant that was awarded to the Township in 2013/2014; and

WHEREAS, the Shade Tree Committee as an organization under the Environmental Commission (EC) shall be comprised of Environmental Commission representatives selected by the EC, volunteers whose number and appointments shall be determined by the EC, and a staff member from the Township's DPW; and

WHEREAS, the NJDEP-Forest Services has advised that the Township of West Milford meets all the criteria under the act and has "Approved Status" from 2019; and

WHEREAS, the continuing need for the Shade Tree Committee shall be reviewed by the Township Council at its Re-organization Meeting and the committee shall cease to exist at that time unless re-established by Council resolution.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Milford hereby establishes a Shade Tree Advisory Committee, a subcommittee under the West Milford Environmental Commission, for the purposes outlined above.

Adopted: January 7, 2025

Agenda No. V 1 i

~ Resolution 2025 – 010 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY RE-ESTABLISHING A TOWNSHIP STORMWATER POLLUTION PREVENTION TEAM

WHEREAS, the State of New Jersey requires the re-establishment of a Stormwater Pollution Prevention Team to assist in the development of regulations by the Township in conformance with requirements of the State's Stormwater pollution Prevention Program.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Council of the Township of West Milford that it does hereby re-establish a Stormwater Pollution Prevention Team (number of team members may vary) as follows:

Purpose: to prepare an assessment of the infrastructure improvements that would be necessary to the Township's Stormwater facilities and to also develop a plan to maintain these facilities in accordance with state regulations.

Membership: The Committee shall consist of seven (7) members including:

- 1) Director of Public Works, Program Coordinator
- 2) Township Clerk, Public Notice Coordinator
- 3) Construction Official, Post Construction Stormwater Management Coordinator & Ordinance Coordinator
- 4) Environmental Commission Chairman, Local Public Education Coordinator
- 5) Director of Public Works, Public Works Coordinator
- 6) Health Officer, Illicit Connection Coordinator
- 7) GIS Specialist, Mapping Coordinator

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Motion by Councilman Conlon to move Resolutions 2025-001 through 2025-010. Seconded by Councilwoman Erik.

 Moved: Conlon Seconded: Erik
 Voted Aye: Erik, Lichtenberg, Goodsir, Conlon, Marsden
 Voted Nay: None
 Abstain:
 Motion Carried:

Agenda No. V 2 a

~ Resolution 2025 – 011 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY ADOPTING THE SCHEDULE FOR GOVERNING BODY REGULAR MEETINGS FOR THE 2025 CALENDAR YEAR

BE IT RESOLVED that the Township Council of the Township of West Milford does hereby adopt the following schedule of Reorganization and Regular Meetings of the Governing Body of the Township for the 2025 calendar year:

January 7, 2025	Reorganization Meeting/ Regular Meeting	May 21, 2025	Regular Meeting
January 22, 2025	Regular Meeting	June 11, 2025	Regular Meeting
February 12, 2025	Regular Meeting	July 16, 2025	Regular Meeting
February 26, 2025	Budget Meeting (5:30 pm)	August 13, 2025	Regular Meeting
March 5, 2025	Regular Meeting	September 17, 2025	Regular Meeting
March 19, 2025	Regular Meeting	October 15, 2025	Regular Meeting
April 2, 2025	Volunteer Night/ Regular Meeting	November 12, 2025	Regular Meeting
April 23, 2025	Regular Meeting	December 3, 2025	Regular Meeting
May 7, 2025	Regular Meeting	December 17, 2025	Regular Meeting

BE IT FURTHER RESOLVED that the Reorganization Meeting of the Governing Body of the Township of West Milford as outlined herein shall be held on January 7, 2025 in the Main Meeting Room of Town Hall located at 1480 Union Valley Road, West Milford, New Jersey 07480 at 6:30 p.m. and the Regular Meeting shall follow immediately thereafter.

BE IT FURTHER RESOLVED that all other Meetings of the Governing Body of the Township of West Milford as outlined herein shall be held in the Main Meeting Room of Town Hall located at 1480 Union Valley Road, West Milford, New Jersey 07480 and all such meetings shall begin at 6:30 pm unless otherwise indicated.

BE IT FURTHER RESOLVED that official action may be taken at all meetings outlined herein.

BE IT FURTHER RESOLVED that this resolution shall constitute the Annual Notice for the Township of West Milford and the Township Clerk be and is hereby instructed to advertise such notice as required by law and this notice shall be continually posted on the official bulletin board of the Township and shall be retained on file in the Office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. V 2 b

~ Resolution 2025 – 012 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY ADOPTING THE SCHEDULE FOR BOARD OF HEALTH MEETINGS FOR THE 2025 CALENDAR YEAR

BE IT RESOLVED that the Township Council of the Township of West Milford does hereby adopt the following schedule of Board of Health Meetings of the Township of West Milford for the 2025 calendar year:

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February 12, 2025	Regular Meeting & Board of Health Meeting**	August 13, 2025	Regular Meeting & Board of Health Meeting**
May 21, 2025	Regular Meeting & Board of Health Meeting**	November 12, 2025	Regular Meeting & Board of Health Meeting**

BE IT FURTHER RESOLVED that the Board of Health Meetings as outlined herein shall** immediately follow the 6:30 pm Regular Council Meetings of the Township of West Milford; and shall be held in the main meeting room of Town Hall located at 1480 Union Valley Road, West Milford, New Jersey 07480.

BE IT FURTHER RESOLVED that official action may be taken at all meetings outlined herein.

BE IT FURTHER RESOLVED that this resolution shall constitute the Board of Health Annual Notice for the Township of West Milford and the Township Clerk be and is hereby instructed to advertise such notice as required by law and this notice shall be continually posted on the official bulletin board of the Township and shall be retained on file in the Office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. V 2 c

~ Resolution 2025 – 013 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY DESIGNATING THE LEGAL NEWSPAPERS FOR THE PUBLICATION OF LEGAL NOTICES AND OTHER ITEMS FOR THE TOWNSHIP

BE IT RESOLVED, by the Township Council of the Township of West Milford that the following newspapers shall be designated as newspapers in which legal notices and advertisements may be published:

- HERALD NEWS**
- THE RECORD**
- STAR LEDGER**
- SUBURBAN TRENDS**

Adopted: January 7, 2025

Agenda No. V 2 d

~ Resolution 2025 – 014 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY DESIGNATING THE CASH MANAGEMENT PLAN AND DEPOSITORIES FOR ALL FUNDS

I STATEMENT OF PURPOSE

This Cash Management Plan (the “plan”) has been prepared pursuant to the provisions of N.J.S.A 40A:5-14 in order to set forth the basis for deposits and permitted investments of certain public funds of the Township of West Milford pending the use of such funds for the intended purposes. The plan is intended to assure that all such funds are deposited in interest bearing accounts or permitted investments. The intent of the Plan is to provide that the decisions made with regard to the Deposits and Permitted Investments will be made in a manner intended to insure the safety and preservation of principal value, the liquidity (regarding its availability for the intended purpose) and the maximum investment return within such limits. The plan is intended to insure that any deposit or permitted investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such deposits or permitted investments.

II IDENTIFICATION OF FUND AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposits and or investments of the following governmental fund types and accounts of the Township of West Milford as follows:

- Current Account
- Payroll Account
- Capital Account
- Developer’s Escrow Account
- Trust Account
- Heritage Trust Account
- Open Space Trust Account

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- Assessment Trust Account
- Dog Trust
- Unemployment Trust
- Claims Account
- MUA Sale Account
- Tax Sale Trust
- Court General Account
- Court Bail Account

III DESIGNATING OF OFFICIALS OF THE TOWNSHIP OF WEST MILFORD AUTHORIZED TO MAKE DEPOSITS, INVESTMENTS, WITHDRAWS AND ELECTRONIC TRANSFER UNDER THE PLAN

The Chief Financial Officer of the Township of West Milford shall be charged with the administering of this Plan. The Chief Financial Officer shall monitor all deposits and investments for consistency with this plan.

No person shall engage in an investment transaction involving the Township of West Milford funds except as directed or authorized by the Chief Financial Officer. Prior to making such deposits or permitted investments, all authorized depositories or investment facilities shall be supplied with a written copy of this plan, which shall be acknowledged in writing by such parties and copy of such acknowledgement shall be kept on file with the Township

(A)

- Current Account
- Payroll Account
- Capital Account
- Developer's Escrow Account
- Trust Account
- Heritage Trust Account
- Open Space Trust Account
- Assessment Trust Account
- Dog Trust
- Unemployment Trust
- Claims Account
- MUA Sale Account
- Tax Sale Trust

The accounts listed above (A) of the Township of West Milford shall have the following individual as designated official custodians and signatories of the same through an electronic signature:

1. Michele Dale, Mayor
2. William Senande, Township Administrator/Clerk
3. Ellen Mageean, Chief Financial Officer

The following designated official are responsible for the electronic transfer of the above accounts:

1. Ellen Mageean, Chief Financial Officer
2. Allison Zeltner, Assistant Treasurer
3. Jane Lombardo, Account Clerk (Payroll and Current Only)

The following individuals are designated custodian and signatories for the Court General Account and the Court Bail Account:

1. Michele Walker, Municipal Court Administrator
2. Dana Parrello, Deputy Court Administrator

IV DESIGNATION OF OFFICIAL DEPOSITORIES

The Township of West Milford designates the following banks as legal depositories for all municipal funds:

1. Columbia Bank
2. New Jersey Cash Management Fund.
3. New Jersey Asset & Rebate Management Program

Each depository must submit to the Chief Financial Officer a copy of the Governmental Unit Deposit Protection Act (GUDPA) notification of eligibility. This list may be amended or supplemented from time to time as Mayor and Council deems necessary.

V. CASH MANAGEMENT

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 West Milford or shall be turned over to the CFO

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within 48 hours of receipt, in accordance with N.J.S.A 40A:5-15. Collections are accepted by Cash, Checks, Credit Cards and ACH Payments.

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

VI. AUTHORIZED INVESTMENTS AND INVESTMENT POLICY

It shall be the responsibility of the Chief Financial Officer to analyze the cash flow and to invest funds in investments as designated below as to maximize interest earnings. When investing funds in commercial banks, the Chief Financial Officer shall obtain a minimum of three (3) quotations through a formal request of proposal process and shall invest at the institution offering the highest effective interest rate. The following are permissible investment options for the Township of West Milford:

- A. Obligations – Treasury Bills, Notes and Bonds
- B. Certificate of Deposits
- C. Savings/Checking Bank Accounts
- D. Federal Agency Bonds
- E. Bonds or Other Obligations of the County, Municipality or School District
- F. New Jersey Cash Management Fund

VII. AUTHORITY FOR INVESTMENT MANAGEMENT

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

VIII. SAFEKEEPING

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

IX. PROCEDURES FOR DISBURSEMENT OF FUNDS

Payments shall be prepared by the Chief Financial Officer and submitted to Mayor and Council for their approval. No municipal fund shall be disbursed by the Chief Financial Officer prior to approval of the Mayor and Council of the Township of West Milford, except for:

- 1. Township of West Milford payroll obligations
- 2. Payments to the West Milford Board of Education and Passaic County
- 3. Debt Service obligations
- 4. Banks for investment purposes and internal transfers
- 5. State of New Jersey – Application fees
- 6. Permit Fees
- 7. DEP Fees
- 8. State Surcharges
- 9. Payments to the State for Marriage Licenses and Rabies Control fees
- 10. Miscellaneous disbursement approved by specific resolutions
- 11. Reissue of lost or mutilated checks after stop payment has been enforced
- 12. Ten percent (10%) Bid Bond Returns (Clerk's office)
- 13. Certain emergencies at the discretion of the Mayor or the Administrator by the Mayor's designation
- 14. Payments necessary to all vendors that require compliance with the 2006 Prompt Payment Law, Chapter 96, whereby the Township of West Milford shall pay the bill not more than 30 calendar days after the billing dated to avoid billable late charges
- 15. Postage and Express Mail Services
- 16. Motor Vehicle/Equipment Title Fees
- 17. Utilities
- 18. Enterprise Fleet Management for car lease payment in order to avoid late payment penalties

The above exceptions shall be reported on an Additions List for review by the Mayor and Council at each meeting when a Bill List is prepared

Checks approved for payment shall be signed by and two (2) of the following three (3) signatures: 1) the Mayor, 2) Township Administrator and 3) the Chief Financial Officer. All checks are signed by a secure electronic signature and processed electronically or through ACH Direct Deposit.

X. REPORTING

The Chief Financial Officer shall report to Mayor and council all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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N.J.S.A. 40A:2-28 provide that the Governing Body may designate a financial officer of the Township to sell bond anticipation notes, tax anticipation noted and capital notes at private sales.

The Chief Financial Officer is hereby authorized to sell at private sale all bond anticipation notes, tax anticipation notes and capital notes in connection with any and all bond ordinances, including general obligations bonds, provided that the Chief Financial Officer upon making any such sale, shall report in writing to the Governing Body at the next meeting following any such sale the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser

XI. AUDIT

The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A:5-4

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford does hereby adopt the above Cash Management Plan for the Township of West Milford.

Adopted: January 7, 2025

Agenda No. V 2 e

~ Resolution 2025 – 015 ~

RESOLUTION TO PROVIDE FOR THE HOURS OF COLLECTION OF TAXES

BE IT RESOLVED by the Township of West Milford that the following shall be the hours for the collection of taxes, assessments and other monies due the Township:

1. West Milford Town Hall – Daily, 8:30 A.M. to 4:30 P.M. prevailing time except Saturday, Sunday and legal holidays.

Adopted: January 7, 2025

Agenda No. V 2 f

~ Resolution 2025 – 016 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY TO PROVIDE FOR THE RATE OF INTEREST TO BE CHARGED ON UNPAID TAXES AND IMPROVEMENT ASSESSMENTS

RESOLVED by the Township Council of the Township of West Milford that the rate of interest to be charged and collected by the Tax Collector and her department shall be as follows:

1. On all unpaid and delinquent taxes, the rate of eight percent (8%) per annum on the first \$1,500.00 of the delinquency, and eighteen percent (18%) per annum on any amount in excess of \$1,500.00.
2. On all unpaid and delinquent improvement assessments, the rate of eight percent (8%) per annum on the first \$1,500.00 of the delinquency, and twelve percent (12%) per annum on any amount in excess of \$1,500.00.
3. No interest shall be charged on taxes if payment is made within ten (10) calendar days after the date upon which the same becomes payable.
4. A 6% year end penalty is charged to any account that has a \$10,000.00 delinquency or to any Lien Holder that pays \$10,000.00 or more in a year in delinquent taxes on a certificate N.J.S.A. 54:4-67.
5. That a Redemption Penalty be charged as authorized by N.J.S.A. 54:5-61:
2% on amounts of \$200.00 to \$5,000.00
4% on amounts of \$5,000.01 to \$10,000.00 and
6% on amounts of \$10,000.01 and over
6. That the provisions of the resolution shall apply to all existing tax sale certificates.

Adopted: January 7, 2025

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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Agenda No. V 2 g

~ Resolution 2025 – 017 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING THE CHIEF FINANCIAL OFFICER TO REINSTATE AND MAINTAIN VARIOUS PETTY CASH FUNDS (AS LISTED BELOW) TO FACILITATE “CHANGE FUNDS” AND REQUIRED CASH REIMBURSEMENTS FOR VARIOUS MINOR EXPENDITURES MADE BY TOWNSHIP EMPLOYEES

WHEREAS, N.J.S.A 40A: 5-21 authorizes the establishment of a petty cash and change funds;
and

WHEREAS, it is necessary from time to time to allow the availability of a cash fund for immediate unforeseen minor cash expenditures each as follows:

1.	Tax Collector Change Fund	\$150.00
2.	Municipal Court Change Fund	\$100.00
3.	Health Department Change Fund	\$ 50.00
4.	Construction Department Change Fund	\$100.00
5.	Municipal Clerk Change Fund	\$ 50.00
6.	Recreation Administration Petty Cash	\$200.00
7.	Recreation Programs Change Fund	\$ 50.00
8.	Recreation Coffee House Change Fund	\$ 50.00
9.	Police Department	\$300.00
10.	Motor Vehicle Registration Petty Cash	\$250.00
11.	Administration Misc. Reimbursement Petty Cash	\$250.00
12.	Recycling Center Change Fund	\$ 50.00

NOW THEREFORE, BE IT RESOLVED, by the Council of the Township of West Milford, County of Passaic, State of New Jersey, that a reimbursable aforementioned impress funds aggregate of \$1,600.00 be re-established for 2025; and

BE IT FURTHER RESOLVED that said amounts for petty cash are to be returned to the Township’s General Fund no later than December 31st each year.

Adopted: January 7, 2025

Agenda No. V 2 h

~ Resolution 2025 – 018 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE MUNICIPAL CLERK TO RELEASE EXECUTIVE SESSION MINUTES IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT

WHEREAS, the Open Public Meetings Act calls for the production of minutes from Executive Sessions and provides for said minutes to remain privileged communications - confidential until such time that same, pursuant to law, shall be released to the public; and

WHEREAS, the Mayor and Township Council periodically review and approve Executive Session minutes as to their completeness; and

WHEREAS, subsequent to said approval, minutes may become available to the public.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of West Milford, County of Passaic, State of New Jersey that the Municipal Clerk shall have the authority to release Executive Session minutes to the public upon request after consultation with the Municipal Attorney and it is determined that the specific Executive Session minutes in accordance with the law be released to the public.

BE IT FURTHER RESOLVED that this Resolution shall be considered on an annual basis at the reorganization meeting of the Mayor and Council.

Adopted: January 7, 2025

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Agenda No. V 2 i

~ Resolution 2025 – 019 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY ESTABLISHING A SURPLUS POLICY FOR THE TOWNSHIP

WHEREAS, in 2011 the State of New Jersey instituted a Best Practices Checklist in an effort to “make government operate more efficiently, strengthen its accountability, and better manage scarce taxpayers’ resources”; and

WHEREAS, since the inception of the Best Practices Checklist, the Township of West Milford has made every effort to comply with the standards established by the State resulting in high ratings each year for compliance; and

WHEREAS, the Best Practices Checklist recommends the adoption of a surplus policy to serve as a basis for decisions regarding future solvency; and

WHEREAS, the Township Auditor and Chief Financial Officer have evaluated the historic budget and financial records and recommended a surplus policy to the Governing Body; and

WHEREAS, said surplus policy shall establish a goal in the annual budgeting process whereby the Governing Body shall strive to consistently maintain a \$1,000,000.00 surplus on hand annually to retain a consistent year-end surplus.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of West Milford that the Township Council does hereby concur with the surplus policy recommended by the Township Auditor and Chief Financial Officer; and

BE IT FURTHER RESOLVED that the Township Council shall strive to achieve that goal annually during the budget process.

Adopted: January 7, 2025

Agenda No. V 2 j

~ Resolution 2025 – 020 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY TO AFFIRM THE TOWNSHIP OF WEST MILFORD’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

WHEREAS, it is the policy of the Township of West Milford to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

WHEREAS, the governing body of the Township of West Milford has determined that certain procedures need to be established to accomplish this policy.

NOW, THEREFORE, BE IT ADOPTED by the Township Council of the Township of West Milford that:

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

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

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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

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

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

- Section 6:** The Township Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of the Township of West Milford as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

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

- Section 8:** At least annually, the Township Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Township of West Milford. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Township of West Milford's web site.

- Section 9:** This resolution shall take effect immediately.

- Section 10:** A copy of this resolution shall be published in the official newspaper of the Township of West Milford in order for the public to be made aware of this policy and the Township of West Milford's commitment to the implementation and enforcement of this policy.

Adopted: January 7, 2025

Motion by Councilman Conlon to move Resolutions 2025-011 through 2025-020. Seconded by Councilwoman Erik.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain:
Motion Carried:

Mayor Dale asked to move resolutions 2025-021 through 2025-027.

Agenda No. VI

Appointments

1. Municipal Officials – As Required by Code - Mayor with Advice & Consent of Council

Agenda No. VI 1 a

~ Resolution 2025 – 021 ~

MAYOR'S APPOINTMENT OF DIANE CURCIO AS DEPUTY TOWNSHIP CLERK IN ACCORDANCE WITH SECTION §15-29 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's appointment of Diane Curcio to the position of Deputy Township Clerk in accordance with Section §15-29 of the Township Code.

Adopted: January 7, 2025

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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Agenda No. VI 1 b

~ Resolution 2025 – 022 ~

MAYOR’S APPOINTMENT OF SHANNON SOMMERVILLE AS DIRECTOR OF THE DEPARTMENT OF PUBLIC SAFETY IN ACCORDANCE WITH SECTION §15-11 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor’s appointment of Shannon Sommerville to the position of Director of Public Safety in accordance with Section §15-11 of the Township Code.

Adopted: January 7, 2025

Agenda No. VI 1 c

~ Resolution 2025 – 023 ~

MAYOR’S APPOINTMENT OF JASON CASBARRO AS DIRECTOR OF PUBLIC WORKS IN ACCORDANCE WITH §15-56 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor’s appointment of Jason Casbarro to the position of Director of Public Works in accordance with Section §15-56 of the Township Code.

Adopted: January 7, 2025

Agenda No. VI 1 d

~ Resolution 2025 – 024 ~

MAYOR’S APPOINTMENT OF DANIEL KOCHAKJI AS DIRECTOR OF THE DEPARTMENT OF COMMUNITY SERVICES & RECREATION IN ACCORDANCE WITH SECTION §15-62 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor’s appointment of Daniel Kochakji to the position of Director of Community Services & Recreation in accordance with section §15-62 of the Township Code.

Adopted: January 7, 2025

Agenda No. VI 1 e

~ Resolution 2025 – 025 ~

MAYOR’S APPOINTMENT OF TIMOTHY LIGUS AS THE LAND USE ADMINISTRATOR IN ACCORDANCE WITH SECTION §15-71 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor’s appointment of Timothy Ligus to the position of Land Use Administrator in accordance with Section §15-71 of the Township Code.

Adopted: January 7, 2025

Agenda No. VI 1 f

~ Resolution 2025 – 026 ~

MAYOR’S APPOINTMENT OF GLEN DOWSON AS FIRE COMMISSIONER IN ACCORDANCE WITH SECTION §15-47A OF THE TOWNSHIP CODE

Mayor’s Appointment

BE IT RESOLVED, in accordance with Section §15-47A of the Code of the Township of West Milford, Mayor Michele Dale hereby appoints Glen Dowson as Fire Commissioner.

BE IT FURTHER RESOLVED, that as recommended by the Fire Chief’s Association this appointment shall be a two year term starting January 1, 2025 through December 31, 2026.

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This resolution does not require action from the Council. It shall serve to memorialize an appointment made by Mayor Michele Dale.

Adopted: January 7, 2025

Agenda No. VI 1 g

~ Resolution 2025 – 027 ~

MAYOR’S APPOINTMENT OF MICHAEL MOSCATELLO AS FIRE MARSHALL IN ACCORDANCE WITH SECTION §15-48 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advise and consent to the Mayor’s appointment of Michael Moscatello to the position of Fire Marshall in accordance with Section §15-48 of the Township Code.

Adopted: January 7, 2025

Motion by Councilman Conlon to move Resolutions 2025-021 through 2025-027. Seconded by Councilwoman Erik.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: Conlon only on Resolution 2025-022
Motion Carried:

Mayor Dale asked to move resolutions 2025-028 through 2025-033.

2. Professionals – As Required by Code - Mayor with Advice & Consent of Council

Agenda No. VI 2 a

~ Resolution 2025 – 028 ~

MAYOR’S APPOINTMENT OF FRED SEMRAU, ESQ. AS TOWNSHIP ATTORNEY IN ACCORDANCE WITH SECTION §15-30 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby concur with the Mayor’s appointment of Fred Semrau, Esq. to the position of Township Attorney in accordance with Section §15-30 of the Township Code for a term of one year from January 1, 2025 through December 31, 2025.

Adopted: January 7, 2025

Agenda No. VI 2 b

~ Resolution 2025 – 029 ~

MAYOR’S APPOINTMENT OF MUNICIPAL AUDITOR WITH COUNCIL CONSENT IN ACCORDANCE WITH SECTION 15-117 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby concur with the Mayor’s appointment of the firm Wielkots & Company LLC to the position of Municipal Auditor.

BE IT FURTHER RESOLVED, that in accordance with section §15-117 of the Township Code this appointment shall be for a term of one year from January 1, 2025 through December 31, 2025.

Adopted: January 7, 2025

Agenda No. VI 2 c

~ Resolution 2025 – 030 ~

MAYOR’S APPOINTMENT OF PAUL FERRIERO OF BOSWELL INC. AS TOWNSHIP ENGINEER WITH COUNCIL CONSENT

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's appointment of Paul Ferriero of Boswell Inc. to the position of Township Engineer in accordance with section §15-57 of the Township Code.

Adopted: January 7, 2025

Agenda No. VI 2 d

~ Resolution 2025 – 031 ~

MAYOR'S APPOINTMENT OF TIMOTHY LIGUS AS MUNICIPAL HOUSING LIAISON IN ACCORDANCE WITH §470-69.1 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's appointment of Timothy Ligus to the position of Municipal Housing Liaison in accordance with Sections §470-69.1 through 470-69.3 of the Township of West Milford's Code.

Adopted: January 7, 2025

Agenda No. VI 2 e

~ Resolution 2025 – 032 ~

MAYOR'S APPOINTMENT OF JOHN E. HORAN, ESQ. AS MUNICIPAL PROSECUTOR WITH COUNCIL CONSENT

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do provide advice and consent to the Mayor's appointment of John E. Horan, Esq. to the position of Municipal Prosecutor.

BE IT FURTHER RESOLVED, that in accordance with section §15-78 of the Township Code this appointment shall be for the 2025 calendar year.

Adopted: January 7, 2025

Agenda No. VI 2 f

~ Resolution 2025 – 033 ~

MAYOR'S APPOINTMENT OF PAUL UHLIK, ESQ. AS MUNICIPAL PUBLIC DEFENDER IN ACCORDANCE WITH SECTION §15-79 OF THE TOWNSHIP CODE

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advise and consent to the Mayor's appointment of Paul Uhlik, Esq. to the position of Municipal Public Defender.

BE IT FURTHER RESOLVED, that in accordance with section §15-79 of the Township Code this appointment shall be for the 2025 calendar year.

Adopted: January 7, 2025

Motion to move Resolutions 2025-028 through 2025-033 by Councilman Conlon. Seconded by Councilwoman Lichtenberg.

Moved: Conlon Seconded: Lichtenberg
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: Conlon on Resolutions 2025-032 and Resolution 2025-033 only
Motion Carried:

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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3. Volunteer Fire Companies - Mayor with Advice & Consent of Council

Agenda No. VI 3 a

~ Resolution 2025 – 034 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE MAYOR TO APPOINT MEMBERS TO THE VOLUNTEER FIRE COMPANIES AS PRESENTED BY THE APPLICABLE FIRE COMPANY CHIEF

WHEREAS, there exists a Division of Fire Suppression within the Township of West Milford; and

WHEREAS, the Division of Fire Suppression is comprised of six (6) volunteer fire companies operating throughout the Township; and

WHEREAS, individuals seeking to become a member of one of the volunteer fire districts are required to apply to the volunteer fire company within the area or district where they reside or work; and

WHEREAS, the application is considered and approved by the officers of the volunteer fire company and then appointment by the Mayor of the Township of West Milford is requested; and

WHEREAS, in an effort to ensure there is no delay in such appointments and to ensure that the volunteer fire companies are staffed appropriately, it has been requested that the Mayor or her designee be authorized to appoint a new member at the time qualification is determined rather than at the next regular meeting of the Township Council; and

WHEREAS, the Township Council has considered this request and determined that it is in the best interests of the Township and the Division of Fire Suppression to authorize the Mayor or her designee to appoint new members to the volunteer fire companies upon presentation of qualification by the appropriate officer.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford, in the County of Passaic, State of New Jersey, that the Mayor or her designee of the Township of West Milford is hereby authorized to appoint new members to the volunteer fire companies upon receipt of the proper documentation reflecting the approval and qualification of said new member from the appropriate officer of the volunteer fire company.

This Resolution shall take effect immediately.

Adopted: January 7, 2025

Motion to move Resolution 2025-034 by Councilwoman Erik. Seconded by Councilman Conlon.

Moved: Erik Seconded: Conlon
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

Agenda No. VI 4

4. Boards, Committees and Commissions – Council Appointments

A motion was made by Councilman Conlon to move the slate for the following Boards, Committees and Commissions with its slate of incumbents reappointed to the current positions for citizen members and applicants for committees where there are less applicants than positions available as they are non-competitive. Also to reappoint Council Liasons;

- a) Americans with Disabilities Act Committee – Councilwoman Erik
- b) Americans with Disabilities Act – Medical Representative
- c) Beautification/Recycling Task Force Committee – Councilwoman Erik
- d) Beautification/Recycling Committee (Advisory) – Citizen Members
- e) Building Standards Board - Councilwoman Lichtenberg
- f) Community Services (Parks) & Recreation Committee (Advisory) – Councilman Goodsir
- g) Community Services (Parks) & Recreation Committee (Advisory) - Citizen Members
- m) Greenwood Lake Bi-State Commission – Commissioners (2)

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- n) Health Board Advisory – Citizen Members 3,4,6,7
- o) Heritage Committee (Advisory) – Councilman Chazukow
- p) Heritage Committee – (Advisory) – Citizen Members
- q) Insurance Advisory Committee – Councilwoman Erik
- r) Insurance Committee – Citizen Members
- x) Senior Citizens Advisory Committee – Councilwoman Lichtenberg
- y) Senior Citizen Advisory Committee – Citizen Members 1,2,7,9
- z) WM77 TV Commission – Councilwoman Erik & Councilwoman Lichtenberg
- aa) WM77 TV Commission - Citizen Members 1,2

Seconded by Councilwoman Erik.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

- h) Economic Development Commission – Councilman Conlon
- i) Economic Development Commission – Local Business Representative, Citizen Members 7 & 8

Regarding the Economic Development Commission, a motion was made by Councilman Conlon to reappoint all Citizen Members and have himself installed as Council Liasion. The motion was seconded by Councilman Chazukow. Councilwoman Erik moved to close and confirm. All agreed.

Moved: Conlon Seconded: Chazukow
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

- bb) Zoning Board of Adjustment – Citizen Member 5, & Alternate 2

Regarding the Zoning Board of Adjustment a motion was made by Councilman Conlon to reappoint Frank Curcio as Citizen #5 and to appoint Andrena Pegel as Alternate #2. Seconded by Councilwoman Erik. Councilwoman Erik moved to close and confirm and Councilman Conlon seconded.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

- w) Planning Board – Class IV Alternate 2

Regarding the Planning Board a motion was made by Councilman Conlon to appoint Thomas Napiorski as Class IV Alternate #2. Seconded by Councilwoman Erik. Motion to close and confirm by Councilwoman Erik. Seconded by Councilman Conlon.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

A motion was made by Councilman Conlon to reappoint Council Liasions to the following Boards, Committees and Commissions;

- J) Fire Department Board of Review – Councilman Goodsir
- k) Fire Chiefs Association – Councilman Goodsir
- l) Friends of Wallisch Homestead - Councilwoman Lichtenberg
- s) Lakes Committee – Councilwoman Lichtenberg
- v) Planning Board – Councilwoman Erik

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Councilman Conlon included items from Agenda No. VI 7

Agenda No. VI 7

7. Appointments to the Council Subcommittees

- a) Board of Education Committee – Councilman Conlon and Councilman Marsden
- b) Independence Day Celebration Committee – Councilman Chazukow and Councilman Goodsir
- e) Forest Stewardship Plan Committee – Councilman Chazukow

Seconded by Councilwoman Erik. Motion to close and confirm by Councilwoman Erik. Seconded by Councilman Conlon.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

A motion was made by Councilman Conlon to reappoint Council Liasons to the following Subcommittees;

- b) Independence Day Celebration Committee Alternate 1 - Councilman Conlon
- c) Facilities Committee – Councilwoman Lichtenberg and Councilman Conlon

Seconded by Councilwoman Erik. Motion to close and confirm by Councilwoman Erik. Seconded by Councilman Conlon.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

Agenda No. VI 4

4. Boards, Committees and Commissions – Council Appointments - Continued

- t) Municipal Alliance Committee - Councilwoman Lichtenberg
- u) Municipal Alliance Committee – Members

Regarding the Municipal Alliance Committee, a motion was made by Councilman Conlon to appoint Geoffrey Belinfante as the Media Representative. Reappoint Councilwoman Lichtenberg as Council Liason and move Dustin Baarck from Citizen Member to the position of Substance Abuse Reduction Organization Member.

Seconded by Councilwoman Erik. Motion to close and confirm by Councilwoman Erik. Seconded by Councilman Goodsir.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

Agenda No. VI 5

5. Boards, Committees and Commissions – Mayor Appointments

Mayor Dale indicated that for the Environmental Commission she would be moving Tonya Cubby to the position of Citizen #1. Citizens #5 Thomas Tamayne and #6 James Lyons would be reappointed and Tanya Sangle would move to the Alternate #1 position. All others will remain the same. For the Library

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Board Geoffrey Syme is reappointed. For the Planning Board Gerst, Erik and Rogers are reappointed and will remain in their positions.

Agenda No. VI 6

6. Miscellaneous Appointments

Mayor Dale asked to move Resolutions 2025-035 through 2025-038.

Agenda No. VI a

~ Resolution 2025 – 035 ~

**MAYOR'S DESIGNATION OF HERSELF, MICHELE DALE, AS COMMISSIONER AND
CATHERINE SHANAHAN AS ALTERNATE COMMISSIONER TO THE
NEW JERSEY HEALTH INSURANCE FUND**

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's designation of herself, Michele Dale, as Commissioner and Catherine Shanahan as Alternate Commissioner to represent the Township of West Milford's interests as a member of the New Jersey Health Insurance Fund (HIF).

Adopted: January 7, 2025

Agenda No. VI b

~ Resolution 2025 – 036 ~

**MAYOR'S DESIGNATION OF HERSELF, MICHELE DALE, AS COMMISSIONER,
WILLIAM SENANDE AS ALTERNATE COMMISSIONER AND DENYSE TODD AS SAFETY
DELEGATE TO THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND**

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's designation of herself, Michele Dale, as Commissioner, William Senande as Alternate Commissioner and Denyse Todd as Safety Delegate to represent the Township of West Milford's interests as a member of the Morris County Municipal Joint Insurance Fund (MJIF).

Adopted: January 7, 2025

Agenda No. VI c

~ Resolution 2025 – 037 ~

**MAYOR'S APPOINTMENT OF CATHERINE SHANAHAN AS COMMISSIONER AND
DENYSE TODD AS DEPUTY COMMISSIONER TO THE NEW JERSEY SUSTAINABLE ENERGY
JOINT MEETING (NJSEM)**

BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor's appointment of Catherine Shanahan as Commissioner and Denyse Todd as Deputy Commissioner to represent the Township of West Milford's interests as a member of the New Jersey Sustainable Energy Joint Meeting (NJSEM).

Adopted: January 7, 2025

Agenda No. VI d

~ Resolution 2025 – 038 ~

**RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC,
STATE OF NEW JERSEY APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, NJAC 17:17 authorizes Public Agencies to annually designate a Public Agency Compliance Officer as the Liaison Official responsible for the Agency's contracting procedures.

NOW, THEREFORE BE IT RESOLVED that the Governing Body of the Township of West Milford in the County of Passaic, in the State of New Jersey hereby appoints the Township Administrator to serve as the Public Agency Compliance Officer for 2025.

BE IT FURTHER RESOLVED, that in accordance with NJAC 17:27 the Township Clerk is hereby authorized and directed to forward a certified copy of this Resolution to the State of New Jersey,

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Department of the Treasury, Division of Contract Compliance & EEO Monitoring Program in Trenton, NJ
or via email to cca@mailbox@treas.nj.gov

Adopted: January 7, 2025

Motion to move Resolutions 2025-035 through 2025-038 by Councilman Conlon. Seconded by Councilwoman Lichtenberg.

Moved: Conlon Seconded: Lichtenberg
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

Attorney Pasternak indicated that the items on Agenda No. VI 7 had already been adequately addressed.

Agenda No. VII

Action Items

Mayor Dale asked to move resolutions 2025-039 through 2025-049.

Agenda No. VII a

~ Resolution 2025 – 039 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY PROVIDING ADVICE & CONSENT TO THE MAYOR’S APPOINTMENT OF FRED SEMRAU, ESQ. AS TOWNSHIP ATTORNEY IN ACCORDANCE WITH SECTION §15-30 OF THE TOWNSHIP CODE AND AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT FOR SAME

WHEREAS, the Township of West Milford requested proposals for a Township Attorney; and

WHEREAS, the term of a contract for this service is one year from January 1, 2024 through December 31, 2025; and

WHEREAS, Fred Semrau, Esq. will provide legal services as sought by the Township of West Milford at the annual compensation not to exceed \$140,000.00; and

WHEREAS, Fred Semrau, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firm of Dorsey & Semrau, LLC from making any reportable contributions through the term of the contract.

WHEREAS, the Chief Financial Officer has certified the availability of funds for these services, said funds to be encumbered from 01-201-20-155-501 in an amount not to exceed \$140,000.00 without prior written consent from the Township Council; and

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby provide advice and consent to the Mayor’s appointment of Fred Semrau, Esq. to the position of Township Attorney in accordance with section §15-30 of the Township Code for a term of one year from January 1, 2025 through December 31, 2025.

BE IT FURTHER RESOLVED that the Mayor and Township Council of the Township of West Milford, County of Passaic, State of New Jersey authorizes the Mayor and the Municipal Clerk to enter into a contract with Dorsey & Semrau, LLC as described herein to the satisfaction of the Mayor and Council; and

BE IT FURTHER RESOLVED that the contract, resolution and all other pertinent documents shall remain on file in the office of the Township Clerk and a notice of this action shall be published in accordance with law.

Adopted: January 7, 2025

Agenda No. VII b

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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~ Resolution 2025 – 040 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY PROVIDING ADVICE & CONSENT TO THE MAYOR'S APPOINTMENT OF WIELKOTZ & COMPANY LLC AS MUNICIPAL AUDITOR WITH COUNCIL CONSENT IN ACCORDANCE WITH SECTION §15-117 OF THE TOWNSHIP CODE AND AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR SAME

WHEREAS, the Township of West Milford requested proposals for a Township Auditor; and

WHEREAS, the term of the contract for this service is one year from January 1, 2025 through December 31, 2025; and

WHEREAS, the firm of Wielkocz & Company LLC will provide auditing services in accordance with their proposal; and

WHEREAS, Wielkocz & Company LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firm of Wielkocz & Company LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services, said funds to be encumbered from 01-201-20-135-578.

NOW THEREFORE, BE IT RESOLVED, by the Township Council of the Township of West Milford that they do hereby concur with the Mayor's appointment of the firm Wielkocz & Company LLC to as the Municipal Auditor in accordance with section §15-117 of the Township Code for a term of one year in an amount not to exceed \$65,000.00.

BE IT FURTHER RESOLVED that the Mayor and Township Council of the Township of West Milford, County of Passaic, State of New Jersey authorizes the Mayor and the Township Clerk to enter into a contract with Wielkocz & Company LLC, 401 Wanaque Avenue, Pompton Lakes, NJ 07442 as described herein; and

BE IT FURTHER RESOLVED that the contract, resolution and all other pertinent documents shall remain on file in the office of the Township Clerk and a notice of this action shall be published in accordance with the law.

Adopted: January 7, 2025

Agenda No. VII c

~ Resolution 2025 – 041 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT WITH HAWKINS, DELAFIELD, & WOODS, LLP FOR BOND COUNSEL SERVICES

WHEREAS, the Township of West Milford requested proposals for Bond Counsel services; and

WHEREAS, Robert Beinfield of the firm Hawkins, Delafield & Wood, LLP will provide legal services as bond counsel in an amount not to exceed \$43,000.00; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services, said funds to be encumbered from various accounts pursuant to "Section 20" of the Local Bond Law in an amount not to exceed \$7,900.00 from account 04-215-55-830-004, \$12,500 from 04-215-55-833-002, \$12,500 from 04-515-55-833-004 and \$10,100.00 from account 04-215-55-834-009 without prior written approval from the Township Council.

WHEREAS, Robert Beinfield, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firm of Hawkins, Delafield & Wood, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has recommended that Hawkins, Delafield & Woods, LLP be retained to provide Bond Counsel services to the Township of West Milford.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

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1. The Mayor and Township Clerk be and are hereby authorized to execute a contract with Hawkins, Delafield, & Woods, LLP of One Gateway Center, Newark, NJ 07102 for professional bond counsel services in an amount not to exceed \$43,000.00 which shall include services administered as bond counsel to the Township.
2. The duration of the contract shall be for the 2025 calendar year.
3. The total fee authorized for this contract shall not exceed \$43,000.00 without the prior written approval of the Township Council.
4. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII d

~ Resolution 2025 – 042 ~

RESOLUTION AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE CONTRACTS FOR LABOR COUNSELS

WHEREAS, the Township of West Milford has a need to appoint Labor Counsel; and

WHEREAS, the Township received responses to its Request for Proposals from the below two attorneys:

1. Deena Rosendahl of Decotiis, Fitzpatrick, Cole & Giblin LLP, 61 South Paramus Road, Suite 250, Paramus, NJ 07652, and
2. Mark Semeraro of Semeraro & Fahrney LLC, 155 Route 46, Suite 108, Wayne, NJ 07470; and

WHEREAS, the Township will best be served by having both attorneys serve as Labor Counsel in a total amount not to exceed \$100,000; and

WHEREAS, the attorneys have submitted a Business Entity Disclosure Certification which certifies that their firms have not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firms from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds said funds to be encumbered from account # 01-201-20-155-502 for services rendered as the Township Labor Counsel; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of West Milford, County of Passaic and State of New Jersey as follows:

1. The Township of West Milford hereby awards and authorizes the Mayor and Township Clerk to execute an agreement with Deena Rosendahl of DeCotiis, Fitzpatrick, Cole & Giblin, LLP and Mark Semeraro of Semeraro & Fahrney LLC to serve as Labor Counsel at their proposed rate and in an aggregate amount not to exceed \$100,000.00.
2. The Mayor, in consultation with the Township Administrator and Township Attorney, is authorized to assign work to each of the two attorneys as she deems appropriate.
3. The duration of the contract shall be for the 2025 calendar year.
4. Notice of this action shall be published once in the Township's official newspaper as required by law.

Adopted: January 7, 2025

Agenda No. VII e

~ Resolution 2025 – 043 ~

RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT FOR ENGINEERING SERVICES IN ACCORDANCE WITH SECTION §15-35.1 OF THE TOWNSHIP CODE AND TO WORK ON OPEN SPACE MATTERS AS DICTATED BY THE TOWNSHIP COUNCIL TO BOSWELL INC.

WHEREAS, the Township of West Milford has a need to appoint an Engineering Firm to provide assistance to the Township Engineer; and

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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WHEREAS, with the creation of a dedicated source of tax revenue (“Open Space Trust Fund”) for the acquisition of open space, the Township has worked hard in attempting to obtain various parcels of land throughout the Township for open space purposes; and

WHEREAS, The Township Council must perform due diligence prior to expending open space funds on property acquisition and from time to time, such due diligence requires engineering review of certain facets of any given property being considered for open space acquisition; and

WHEREAS, the Township received a Request for Proposals for Engineer Services from Boswell Inc., 180 Main Street, PO Box 571, Chester, NJ 07930, and

WHEREAS, the total amount to be expended shall not exceed \$47,000 for Engineering Services and \$3,000 for Open Space Matters; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds pursuant to N.J.A.C. 5:30-5.4 from account 01-201-20-165-450 for Engineer Services and from account 19-295-56-100-700 for Open Space Matters.

WHEREAS, Boswell Inc. have completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firms from making any reportable contributions through the term of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. The Mayor and Township Clerk be and are hereby authorized to execute a contract with the Boswell Inc. for professional Engineering Services in a total amount not to exceed \$47,000.00.
2. The Mayor and Township Clerk be and are hereby authorized to execute a contract with Boswell Inc. to perform due diligence at the Council’s direction on properties to be considered for open space acquisition in an amount not to exceed \$3,000.00.
3. The Mayor, in consultation with the Township Administrator and Township Engineer, is authorized to assign work to Boswell Inc. as she deems appropriate.
4. The duration of the contract shall be for the 2025 calendar year.
5. That a notice of this action shall be published in accordance with law, and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII f

~ Resolution 2025 – 044 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT TO PIAZZA & ASSOCIATES, INC. FOR AFFORDABLE HOUSING COMPLIANCE AND MONITORING SERVICES IN ACCORDANCE WITH SECTION §470-69.1-C.(4) OF THE TOWNSHIP CODE IN AN AMOUNT NOT TO EXCEED \$4,800.00

WHEREAS, the Township of West Milford requested proposals for Affordable Housing Compliance services; and

WHEREAS, there exists a need for the Township to retain the services of an experienced, qualified entity or agency to provide affordable housing compliance and monitoring services and to serve as an Administrative Agent to the Township with respect to its affordable housing obligation in accordance with §470-69.1 of the Township code; and

WHEREAS, the Township wishes to award a contract to Piazza & Associates, Inc. for the performance of such affordable housing compliance and monitoring services related to the actual number of COAH units in West Milford and the need to engage such services to satisfy the requirements for COAH compliance and certification for the sale, resale or rental of one unit; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for these services, said funds to be encumbered from 01-201-21-180-403 in an amount not to exceed \$4,800.00 without prior written consent from the Township Council; and

WHEREAS, Piazza & Associates, Inc. will complete & submit both a Political Contribution Disclosure Form and a Business Entity Disclosure Certification which will certify that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford

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with the elected officials in the previous one year, and that the contract will prohibit Piazza & Associates, Inc. from making any reportable contributions through the term of the contract, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of West Milford, County of Passaic and State of New Jersey as follows:

1. The Township of West Milford hereby awards and authorizes the Mayor and Township Clerk to execute an agreement with Piazza & Associates, Inc. 216 Rockingham Row, Princeton, N.J. 08540, for affordable housing compliance and monitoring services in an amount not to exceed \$4,800.00.
2. The total fee authorized for this contract shall not exceed \$4,800.00 without the prior written approval of the Township Council.
3. The Political Contribution Disclosure Form, Business Disclosure Entity Certification and the Determination of Value, the contract and resolution shall be placed on file in the office of the Township Clerk.
4. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII g

~ Resolution 2025 – 045 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT TO J CALDWELL & ASSOCIATES LLC TO SERVE AS PLANNING CONSULTANT

WHEREAS, the Mayor and Council of the Township of West Milford requested proposals for a Professional Planner and planner services; and

WHEREAS, Jessica Caldwell of Caldwell & Associates LLC has provided professional planning services as sought by the Township of West Milford at a rate of \$155.00 per hour; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services, said funds to be encumbered from account number 01-201-20-100-281 in an amount not to exceed \$25,000.00; and

WHEREAS, J Caldwell & Associates LLC has completed and submitted both a Political Contribution Disclosure Form and a Business Entity Disclosure Certification which certifies that reportable contributions have not been made to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit J Caldwell & Associates LLC from making any reportable contributions through the term of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford, County of Passaic and State of New Jersey as follows:

1. The Township Council hereby awards and authorizes the Mayor and Township Clerk to execute an agreement with Jessica Caldwell of J Caldwell & Associates LLC with offices located at 145 Spring Street, Suite E, Newton, NJ, 07860 as professional planner and planning services for the Township of West Milford in an amount not to exceed \$25,000.00.
2. The agreement shall be on file in the office of the Township Clerk.
3. The term of the contract shall be for services from January 1, 2025 to December 31, 2025.
4. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII h

~ Resolution 2025 – 046 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A FAIR AND OPEN PROFESSIONAL SERVICES CONTRACT TO PHOENIX ADVISORS LLC FOR CONTINUING DISCLOSURE SERVICES IN AN AMOUNT NOT TO EXCEED \$1,150.00

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WHEREAS, the Township of West Milford requested proposals for Continuing Disclosure Services; and

WHEREAS, in connection with the issuance of certain Bonds and for purposes of assisting underwriters to comply with Rule 15c-12 under the Securities Exchange Act of 1934, the Township has covenanted and/or entered into one or more undertakings or agreements to provide Continuing Disclosure Agent Services agreement (the "CDA's") to the public marketplace; and

WHEREAS, it is beneficial to retain assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDA's and to stand ready to provide advice as needed with the issuance of municipal debt as Municipal Advisor of Record; and

WHEREAS, Phoenix Advisors LLC provides such Continuing Disclosure Agent Services and is an independent registered municipal advisor under the SEC regulations; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for these services, said funds to be encumbered from 04-215-55-834-009 in an amount not to exceed \$1,150.00 without prior written consent from the Township Council; and

WHEREAS, Phoenix Advisors LLC has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit the firm of Phoenix Advisors from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has recommended that Phoenix Advisors LLC be retained to provide Continuing Disclosure Agent Services agreement services to the Township of West Milford.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of West Milford, County of Passaic, State of New Jersey, the following:

1. The Mayor and Township Clerk be and are hereby authorized to execute a contract with Phoenix Advisors LLC for Continuing Disclosure Agent Services applicable to bonds and notes in an amount not to exceed \$1,150.00.
2. The term of this contract shall be until December 31, 2025.
3. The total fee authorized for this contract shall not exceed \$1,150.00 without the prior written approval of the Township Council.
4. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII i

~ Resolution 2025 – 047 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT TO SCOTT HOLZHAUER, CTA, SCGREA, TO ASSIST THE TOWNSHIP OF WEST MILFORD WITH TAX APPEALS FILED IN THE TAX COURT OF NEW JERSEY

WHEREAS, the West Milford Tax Assessor has recommended that the Township of West Milford retain professional real estate appraisal and consulting services to assist the Township of West Milford with outstanding tax appeal matters in the Tax Court of New Jersey; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services, said funds to be encumbered from account 01-201-20-150-450 in an amount not to exceed \$6,000.00; and

WHEREAS, Scott Holzhauer, CTA, SCGREA has completed and submitted both a Political Contribution Disclosure Form and a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit Scott Holzhauer from making any reportable contributions through the term of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. The Township Mayor and Township Clerk be and are hereby authorized to execute a

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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- contract with Scott Holzhauer, CTA, SCGREAA for professional services to assist the Township with Tax appeals filed in the Tax Court of New Jersey in an amount not to exceed \$6,000.00.
2. The term of this contract shall be through December 31, 2025.
 3. The total fee authorized for this contract shall not exceed \$6,000.00 without the prior written approval of the Township Council.
 4. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Agenda No. VII j

~ Resolution 2025 – 048 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A FAIR & OPEN CONTRACT TO BOSWELL INC. FOR SEPTIC PLAN REVIEW

WHEREAS, the Township of West Milford requested proposals for a licensed professional engineer; and

WHEREAS, Boswell Inc. will provide licensed professional engineer services as sought by the Township of West Milford and outlined in a contract on file in the Office of the Township Clerk in an amount not to exceed \$55,440.00; and

WHEREAS, the term of a contract for this service shall be January 1, 2025 to December 31, 2025; and

WHEREAS, Boswell Inc. will provide septic plan review services as sought by the Township of West Milford to review applications submitted to the Health Department; and

WHEREAS, Boswell Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that the firm has not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds pursuant to *N.J.A.C. 5:30-5.4*, said funds to be encumbered from account 01-201-27-335-480.

WHEREAS, that a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Township Council of the Township of West Milford, County of Passaic, State of New Jersey authorizes the Mayor and the Township Clerk to enter into a contract with Boswell Inc. as described herein to the satisfaction of the Township Administrator; and

BE IT FURTHER RESOLVED that the contract, resolution and all other pertinent documents shall remain on file in the office of the Township Clerk and a notice of this action shall be published in accordance with law.

Adopted: January 7, 2025

Agenda No. VII k

~ Resolution 2025 – 049 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT WITH THE VOZZA AGENCY TO SERVE AS RISK MANAGEMENT CONSULTANT FOR THE TOWNSHIP

WHEREAS, the Township of West Milford requested proposals for Risk Management Consultant Services; and

WHEREAS, the Township of West Milford is a member of the Morris County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund; and

TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, NEW JERSEY

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WHEREAS, The Vozza Agency has offered the Township of West Milford professional risk management consulting services as required in the bylaws of the Morris Joint Insurance Fund and Municipal Excess Joint Insurance Funds; and

WHEREAS, The Vozza Agency shall be paid by the Township of West Milford a fee as compensation for services rendered, an amount equal to (5%) of the Township of West Milford's annual assessment as promulgated by the Funds.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Council of the Township of West Milford, in the county of Passaic, State of New Jersey does hereby appoint The Vozza Agency as its Risk Management Consultant in accordance with the Fund's bylaws for the period of January 1, 2025 to December 31, 2025 as follows:

1. The Mayor and Township Clerk be and are hereby authorized and directed to execute a Risk Management Consultant agreement with The Vozza Agency with offices located at One Depot Square, Park Ridge, NJ 07656 for a term January 1, 2025 to December 31, 2025.
2. This resolution and contracts shall be available in the office of the Township Clerk.
3. That a notice of this action shall be published in accordance with law and said notice to provide that the contract awarded and this resolution authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: January 7, 2025

Motion to move Resolutions 2025-039 through 2025-049 by Councilman Conlon. Seconded by Councilwoman Erik.

Moved: Conlon Seconded: Erik
Voted Aye: Erik, Chazukow, Lichtenberg, Goodsir, Conlon, Marsden
Voted Nay: None
Abstain: None
Motion Carried:

Agenda No. VIII

Public Comments

Mayor Dale opened the meeting to the public.

Seeing no one from the public wished to speak, Councilwoman Erik moved to close the public portion of the meeting. Seconded by Councilwoman Lichtenberg.

Moved: Erik Seconded: Lichtenberg
Voted Aye: Unanimous voice vote
Voted Nay: None
Motion carried.

Agenda No. IX

Mayor and Council Comments

None.

Agenda No. X

Adjournment

There being no further business to come before the Council, the Governing Body adjourned the meeting at 6:51 p.m.

Moved: Conlon Seconded: Chazukow
Voted Aye: Unanimous voice vote
Voted Nay: None
Motion carried.

Approved: January 22, 2025

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Respectfully submitted:

Deidre Ellis, Keyboarding Clerk III

MICHELE DALE, MAYOR

WILLIAM SENANDE, TOWNSHIP CLERK