

MINUTES OF THE ANNUAL REORGANIZATION MEETING OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF STOW CREEK, IN THE COUNTY OF CUMBERLAND, HELD ON WEDNESDAY, JANUARY 5<sup>th</sup>, 2022, AT SIX O'CLOCK IN THE EVENING, AT THE BOROUGH OF SHILOH MUNICIPAL BUILDING, 900 MAIN STREET, SHILOH, NJ PURSUANT TO DUE NOTICE.

The Clerk called the meeting to order and read the following notice:

"This is a special Annual Reorganization Meeting of the Township Committee of the Township of Stow Creek, Cumberland County, New Jersey. In compliance with the 'Open Public Meetings Act' written advance notice of the time, date, and place of this meeting stating the agenda to the extent known, and whether formal action may or may not be taken, was given at least forty-eight (48) hours before the meeting to the South Jersey Times and by filing such notice on the Township's Bulletin Board, in compliance with said Act."

The Clerk stated that the County of Cumberland has sent notice that it does certify that *David shivers* was duly elected at the last General Election as a member of the Township Committee for a term of three years, beginning January 2022 and ending December 31, 2024. The Solicitor, Rebecca J. Bertram sworn in Mr. Shivers as Stow Creek Township Committeeman.

The Clerk lead in the Flag Salute.

Roll Call:

Present: Committeemen; Dale F. Cruzan Jr., Dave Shivers

Absent Tom Burton

Other Present: Clerk Ronald L Campbell Sr., Asst. Clerk Bruce Porter.

The members of the Township Committee and their respective terms of office are as follows:

Dale F. Cruzan, Jr.	Term to expire Dec. 31, 2023
Tom Burton	Term to expire Dec. 31, 2022
Dave Shivers	Term to expire Dec. 31, 2024

Motion (Shivers, Cruzan), to nominate Mr.Cruzan for Mayor. There were no other nominations made. Mr. Dale Cruzan Jr. was elected as Chairman of the Township Committee and Mayor of the Township for the year 2022 by a vote of 2-0 Ayes: Shivers &Cruzan

Mayor Cruzan then presided over the meeting and called for nominations for Vice Chairman and by motion (Shivers, Cruzan) Mr. Burton was nominated and then elected by a vote of 2-0 as Vice Chairman of the Township Committee and to serve as Acting Mayor during the absence or disability of the Mayor during the year 2021.

Ayes: Shivers & Cruzan

Mayor Cruzan then announced the appointments of members to the Planning Board and the Committee consented to the appointments.

Planning Board

Class I – Dale F Cruzan Jr, Mayor	For one-year term to expire Dec. 31st, 2022
Class II – TBA Zoning Officer	For one-year term to expire Dec. 31st, 2022
Class III - Tom Burton Committeeman	For one-year term to expire Dec. 31st, 2022
Class IV -	

Three year appointments - Planning Board

Alan Davis	Term to expire Dec. 31st, 2022
Barbra Stratton	Term to expire Dec. 31st, 2022
Steven Ayars	Term to expire Dec. 31st, 2024
Donald Table	Term to expire Dec. 31st, 2024
Mary Gray	Term to expire Dec. 31st, 2023
Garry Homan	Term to expire Dec. 31st, 2023
First Alternate	
Randy Dickinson	Term to expire Dec. 31st, 2022
Second alternate	
Thomas Davis	Term to Expire Dec 31st, 2023

Other reappointment's are as follows:

Solicitor: Robert Prvor.

Secretary to the Planning Board is Mr. Scott Lang.

Resolution #2022-01

Motion (Shivers, Cruzan) for the following resolution, which was unanimously approved that certain officials and employees and are hereby appointed to serve the Township, during the current year or for such term as may be fixed by law:

A Resolution naming certain officials to Township positions for 2022

NOW THEREFORE BE IT RESOLVED that the following shall be appointed to the following positions and offices for 2021 unless otherwise indicated:

Municipal Clerk	Ronald Campbell (3 year term thru Dec 31, 2023) Tenure
Asst. Clerk	Bruce Porter
Assessment Search Clerk	Bruce Porter
Chief Financial Officer	Kevin Clour
Construction Code Official	Upper Deerfield Shared service through 2023
Tax Assessor	Donna Harris, (4 year term thru Dec 31, 2023) Tenure
Housing Appraiser	Donna Harris
Tax Collector	Elizabeth Wallender (4 year term thru Dec 31, 2024) Tenure
Tax Search Clerk	Elizabeth Wallender
Zoning Officer	TBD
Treasurer	Ronald L Campbell, Sr.
Vital Statistics Registrar	Ronald L Campbell, Sr.
Deputy Registrar	Bruce Porter
Dog Licensing Officer	Annette Cruzan
Animal Control Officer	Countywide Animal Control
Animal Shelter Services	South Jersey Regional Animal Shelter
Convenience Center Custodian	Brad Lawrence, Howard Wilkins, Alfred Hill

#### Resolution #2021-02

On a motion (Shivers, Cruzan) which was unanimously approved, Christopher Levick was appointed as Emergency Management Coordinator and Curtis Homan as Assistant Coordinator, to serve at the pleasure of the Committee through December 31<sup>st</sup> 2022, pursuant to N.J.S.A. Appendix A:9-33 et seq.

#### Resolution #2022-03

On a motion (Shivers, Cruzan) which was unanimously approved, the Mayor and Clerk were authorized to execute the Agreements with County Wide, for Animal Control Services and the Cumberland County SPCA for Animal Sheltering Services.

#### Resolution #2022-04

On a motion (Shivers, Cruzan) which was unanimously approved, the Mayor and Clerk were authorized to execute the Agreement with the Cumberland Development Corporation for Economic Development and Consulting Services for 2022. Mr. Cruzan is named as the Regular Voting Member and Mr. Burton as the alternate Voting Member to the CDC.

#### Resolution #2022-05

Motion (Burton, Cruzan) for a resolution naming the depositories for the Township Funds and a Cash Management Plan for all Funds.

NOW THEREFORE BE IT RESOLVED THAT Ocean First, Newfield Bank and TD North Bank shall be the official depositories for Township Funds, and;

BE IT FURTHER RESOLVED THAT the Cash Management Plan for the Township's Funds be attached to this resolution.

The motion for the resolution naming depositories and establishing a Cash Management Plan was unanimously approved. 2-0

#### Resolution #2022-06

Motion (Shivers, Cruzan) for a resolution authorizing a Professional Services contract between the Township of Stow Creek and Rebecca J. Bertram for Legal Services for the year 2022 for the amount of \$100.00 per monthly Township meeting plus Time and Materials for other legal services rendered.

The motion was unanimously approved. 2-0

#### Resolution #2022-07

Motion (Shivers, Cruzan) for a resolution authorizing a Professional Services contract between the Township of Stow Creek and Ford- Scott & Associates, LLC for Auditing Services for the year 2022 estimated at \$15,800.00 and other Municipal Finance Services for compensation of Time and Materials.

The motion was unanimously approved. 2-0

Resolution #2022-08 Motion (Shivers, Cruzan) for a resolution authorizing a Professional Services contract between the Township of Stow Creek and Stephen Nardelli of Fralinger Engineering, PA for Engineering Services for the year 2022 for compensation of Time and Materials. The motion was unanimously approved. 2-0

#### Resolution #2022-09

Motion (Shivers, Cruzan), to set the 2022 Township Monthly Committee Meeting Schedule for the Township of Stow Creek for the 2<sup>nd</sup> (second) Tuesday of each Month beginning at 7:00 pm, at the Borough of Shiloh Municipal Building, 900 Main Street, Shiloh, New Jersey

The following schedule of regular meeting dates was approved:

January 11 <sup>th</sup>	May 10 <sup>th</sup>	September 13 <sup>th</sup>
February 8 <sup>th</sup>	June 14 <sup>th</sup>	October 11 <sup>th</sup>
March 8 <sup>th</sup>	July 12 <sup>th</sup>	November 8 <sup>th</sup>
April 12 <sup>th</sup>	August 9 <sup>th</sup>	December 13 <sup>th</sup>

Resolution #2022-10

On a motion (Shivers, Cruzan) which was unanimously approved, it was determined that the members of the Township Committee would supervise the Township Roads as follows:

Eastern Division:	Dave Shivers
Central Division:	Tom Burton
Western Division:	Dale F. Cruzan, Jr

Resolution #2022-11

Motion (Shivers, Cruzan) for a resolution setting forth the signatories for the payment of all Claims.

A RESOLUTION AUTHORIZING THE NECESSARY SIGNATORIES FOR THE PAYMENT OF ALL CLAIMS.

NOW THEREFORE BE IT RESOLVED, that all checks in payment of approved claims shall be signed by the Mayor, the Township Clerk or Asst. Clerk and Counter signed by the Treasurer or Chief Financial Officer pursuant to N.J.S.A. 40A: 5-17, and,

BE IT FURTHER RESOLVED THAT in case of the absence or disability of the Mayor, the acting Mayor and Vice Chairman of the Committee may sign such checks in his place.

The motion was unanimously approved. 2-0

Resolution #2022-12

Motion (Burton, Cruzan) to adopt the following Resolution setting the delinquent tax rate for 2019.

RESOLUTION SETTING THE DELINQUENT TAX RATE AT: 8% ON THE FIRST \$1500.00 AND 18% ACCUMULATIVE ON ANY BALANCE ABOVE \$1500.00 AND FOR ANY TAX BALANCES REMAINING WHEN PROPERTY TAXES ARE DUE EACH QUARTER.

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes or assessments as provided by law.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Stow Creek, County of Cumberland, State of New Jersey that property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> of each year with a ten-day grace period, after which dates, if unpaid shall become delinquent, with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Stow Creek, County of Cumberland, State of New Jersey, hereby fix the rate of interest at 8% per annum of the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00

The motion was unanimously approved. 2-0

Resolution #2022-13

STOW CREEK TOWNSHIP

A RESOLUTION FOR A TEMPORARY BUDGET FOR THE YEAR 2022 IN THE AMOUNT OF \$118,000.00

WHEREAS, N.J.S. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year, and

WHEREAS, the total appropriation in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance, is the sum of \$454,721.00; and

WHEREAS, 26.25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements and public assistance in said budget is the sum of \$118,227.46.

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Frankford, in the County of Sussex, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records.

Account Number	Description	\$	2,022.00
01-201-20-100-010	GENERAL ADMINISTRATION S&W	\$	100.00
01-201-20-110-010	MAYOR AND TOWNSHIP COMMITTEE S&W	\$	3,393.00
01-201-20-110-020	MAYOR AND COMMITTEE OE	\$	250.00
01-201-20-120-010	MUNICIPAL CLERK S&W	\$	1,911.00
01-201-20-120-020	MUNICIPAL CLERK OE	\$	1,100.00
01-201-20-130-010	FINANCIAL ADMINISTRATION S&W	\$	2,850.00
01-201-20-130-020	FINANCIAL ADMINISTRATION OE	\$	2,500.00
01-201-20-135-020	AUDIT SERVICES OE	\$	750.00
01-201-20-145-010	COLLECTION OF TAXES S&W	\$	2,050.00
01-201-20-145-020	COLLECTION OF TAXES OE	\$	1,100.00
01-201-20-150-010	ASSESSMENT OF TAXES S&W	\$	2,050.00
01-201-20-150-020	ASSESSMENT OF TAXES OE	\$	2,500.00
01-201-20-155-020	LEGAL SERVICES OE	\$	1,000.00
01-201-20-165-020	ENGINEERING OE	\$	400.00
01-201-21-180-010	LAND USE LAW - PLANNING BOARD S&W	\$	3,150.00
01-201-21-180-020	LAND USE LAW - PLANNING BOARD OE	\$	350.00
01-201-23-210-021	LIABILITY INSURANCE	\$	24,000.00
01-201-23-210-022	WORKERS COMP INS.	\$	728.00
01-201-25-252-010	EMERGENCY MANAGEMENT S&W	\$	588.00
01-201-25-252-020	EMERGENCY MANAGEMENT OE	\$	250.00
01-201-25-260-020	FIRST AID ORGANIZATION CONTRIBUTION	\$	3,800.00
01-201-25-265-020	FIRE DEPARTMENT OE	\$	5,850.00
01-201-25-265-021	FIRE DEPARTMENT UTILITIES	\$	750.00
01-201-25-265-025	LENGTH OF SERVICE AWARD	\$	850.00
01-201-26-290-020	STREETS AND ROADS	\$	2,500.00
01-201-26-290-225	SNOW REMOVAL	\$	1,800.00
01-201-26-305-010	SANITARY LANDFILL S&W	\$	4,800.00
01-201-26-305-025	MISCELLANEOUS OTHER COSTS	\$	18,000.00
01-201-26-310-020	BUILDING AND GROUNDS OE	\$	1,500.00
01-201-27-330-010	BOARD OF HEALTH S&W	\$	65.00
01-201-27-340-010	ANIMAL CONTROL S&W	\$	50.00
01-201-27-340-020	ANIMAL CONTROL OE	\$	3,120.00
01-201-31-435-020	STREET LIGHTING	\$	750.00
01-201-31-440-020	TELEPHONE	\$	1,000.00
01-201-32-465-020	SOLID WASTE DISPOSAL COSTS	\$	10,000.00
01-201-36-225-021	Unemployment Comp Ins N.J.S.A 43:21-3	\$	45.00
01-201-36-471-021	PUBLIC RETIREMENT SYSTEM OF NJ	\$	100.00

01-201-36-472-020	SOCIAL SECURITY (O.A.S.I)	\$	2,000.00
01-201-42-465-021	BOROUGH OF SHILOH - TIPPING FEES	\$	6,000.00
01-201-42-466-020	REGIONAL SENIOR CENTER OE	\$	3,000.00
01-201-43-490-025	SHARED JOINT COURT	\$	900.00
01-201-44-902-020	PURCHASE OF FIRE TRUCK	\$	100.00
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TOTALS		\$	118,000.00

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Mayor

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Clerk

Motion made by Mr. Cruzan, seconded by Mr. Shivers and approved to accept the following temporary budget

Respectfully submitted,

Ronald L. Campbell, Sr.  
Clerk