

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 2nd 2024, AT SIX O'CLOCK IN THE EVENING, AT THE BOROUGH OF SHILOH MUNICIPAL BUILDING, 900 MAIN STREET, SHILOH, NJ PURSUANT TO DUE NOTICE.

The Assistant 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 Assistant Clerk stated that the County of Cumberland has sent notice that it does certify that **Dale F Cruzan Jr** was duly elected at the last General Election as a member of the Township Committee for a term of three years, beginning January 2024 and ending December 31, 2026.

Mr. Burton prayed for guidance and good judgment for the upcoming year.

The Planning Board Solicitor, William Horner swore in Mr. Cruzan as Stow Creek Township Committeeman.

The Assistant Clerk led in the Flag Salute.

Roll Call:

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

Other Present: Clerk Ronald L Campbell Sr., Asst. Clerk Bruce Porter, William Horner Esq. , Planning Board Solicitor, Scott Lang Planning; Board Secretary

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

Dale F. Cruzan, Jr.	Term to expire Dec. 31, 2026
Tom Burton	Term to expire Dec. 31, 2025
Dave Shivers	Term to expire Dec. 31, 2024

Motion (Shivers, Burton), 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 2024 by a vote of 3-0 Ayes: Shivers & Burton

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 3-0 as Vice Chairman of the Township Committee and to serve as Acting Mayor during the absence or disability of the Mayor during the year 2024.

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, 2024
Class II – Neal Sheppard Zoning Officer	For one-year term to expire Dec. 31st, 2024
Class III - Tom Burton Committeeman	For one-year term to expire Dec. 31st, 2024
Class IV -	

Three year appointments - Planning Board

Alan Davis	Term to expire Dec. 31st, 2025
Barbra Stratton	Term to expire Dec. 31st, 2025
Steven Ayars	Term to expire Dec. 31st, 2024
Donald Table	Term to expire Dec. 31st, 2024
Mary Gray	Term to expire Dec. 31st, 2026
Garry Homan	Term to expire Dec. 31st, 2026
First Alternate	
Randy Dickinson	Term to expire Dec. 31st, 2025
Second alternate	
Jeremy Gray	Term to Expire Dec 31st, 2025

Other reappointment's are as follows:

Solicitor: Bill Horner
Secretary to the Planning Board is Mr. Scott Lang.

Resolution #2024-01

Motion (Shivers, Burton) 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 2024

NOW THEREFORE BE IT RESOLVED that the following shall be appointed to the following positions and offices for 2024 unless otherwise indicated:

Municipal Clerk	Ronald Campbell (3 year term thru Dec 31, 2026) Tenure
Asst. Clerk	Bruce Porter
Assessment Search Clerk	Bruce Porter
Chief Financial Officer	Kevin Clour
Construction Code Official	Upper Deerfield Shared service through 2024
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, 2027) Tenure
Tax Search Clerk	Elizabeth Wallender
Zoning Officer	Neal Sheppard
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, Everett Dickinson

Resolution #2024-02

On a motion (Burton, Shivers) 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 31st 2022, pursuant to N.J.S.A. Appendix A:9-33 et seq.

Resolution #2024-03

On a motion (Burton, Shivers) 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 #2024-04

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 2024. Mr. Cruzan is named as the Regular Voting Member and Mr. Burton as the alternate Voting Member to the CDC.

Resolution #2024-05

Motion (Burton, Shivers) 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 #2024-06

Motion (Shivers, Burton) for a resolution authorizing a Professional Services contract between the Township of Stow Creek and Rebecca J. Bertram for Legal Services for the year 2024 for the amount of \$100.00 per monthly Township meeting plus Time and Materials for other legal services rendered.

The motion was unanimously approved. 3-0

Resolution #2024-07

Motion (Shivers, Burton) 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 2024 estimated at \$15,800.00 and other Municipal Finance Services for compensation of Time and Materials.

The motion was unanimously approved. 3-0

Resolution #2024-08 Motion (Shivers, Burton) 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 2024 for compensation of Time and Materials. The motion was unanimously approved. 3-0

Resolution #2024-09

Motion (Shivers, Burton), to set the 2024 Township Monthly Committee Meeting Schedule for the Township of Stow Creek for the 2nd (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 9 th	May 14 th	September 10 th
February 13 th	June 11 th	October 8 th
March 9 th	July 9 th	November 12 th
April 14 th	August 13 th	December 10 th
Year TBD		

Resolution #2024-10

On a motion (Shivers, Burton) 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 #2024-11

Motion (Shivers, Burton) 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 (Shivers, Burton)was unanimously approved. 3-0

Resolution #2024-12

Motion (Burton, Cruzan) to adopt the following Resolution setting the delinquent tax rate for 2023.

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 1st, May 1st, August 1st and November 1st 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 (Shiver, Burton) was unanimously approved. 3-0

RESOLUTION 2024-13

A RESOLUTION TO ADOPT A 2024 TEMPORARY BUDGET

IN THE AMOUNT OF ONE HUNDRED THREE THOUSAND ONE HUNDRED FORTY-EIGHT DOLLARS AND SEVENTY-FIVE CENTS

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 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 thirty days of January, 2024; and

WHEREAS, 25% of the total appropriations in the 2021 budget, exclusive of any appropriations made for interest and debt redemption, Capital Improvement Fund and Public Assistance in said 2023 Budget is the sum of one hundred three thousand one hundred forty-eight dollars and seventy-five cents (**\$103,148.75**); and

NOW, THEREFORE, BE IT RESOLVED that the following appropriations in the amount of one hundred three thousand one hundred forty-eight dollars and seventy-five cents (**\$103,148.75**) be made for the year 2024 and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

Account Number	Description	2024 TEMP BUDGET
01-201-20-100-010	GENERAL ADMINISTRATION S&W	\$ 750.00
01-201-20-110-010	MAYOR AND TOWNSHIP COMMITTEE S&W	\$ 3,255.00
01-201-20-110-020	MAYOR AND COMMITTEE OE	\$ 750.00
01-201-20-120-010	MUNICIPAL CLERK S&W	\$ 2,000.00
01-201-20-120-020	MUNICIPAL CLERK OE	\$ 1,125.00
01-201-20-130-010	FINANCIAL ADMINISTRATION S&W	\$ 3,000.00
01-201-20-130-020	FINANCIAL ADMINISTRATION OE	\$ 3,000.00
01-201-20-135-020	AUDIT SERVICES OE	\$ 4,500.00
01-201-20-145-010	COLLECTION OF TAXES S&W	\$ 2,250.00
01-201-20-145-020	COLLECTION OF TAXES OE	\$ 1,250.00
01-201-20-150-010	ASSESSMENT OF TAXES S&W	\$ 2,250.00
01-201-20-150-020	ASSESSMENT OF TAXES OE	\$ 2,700.00
01-201-20-155-020	LEGAL SERVICES OE	\$ 250.00
01-201-20-165-020	ENGINEERING OE	\$ 2,000.00
01-201-21-180-010	LAND USE LAW - PLANNING BOARD S&W	\$ 2,750.00

01-201-21-180-020	LAND USE LAW - PLANNING BOARD OE	\$ 675.00
01-201-23-210-021	LIABILITY INSURANCE	\$ 10,000.00
01-201-23-210-022	WORKERS COMP INS.	\$ 750.00
01-201-25-252-010	EMERGENCY MANAGEMENT S&W	\$ 600.00
01-201-25-252-020	EMERGENCY MANAGEMENT OE	\$ 600.00
01-201-25-265-020	FIRE DEPARTMENT OE	\$ 3,000.00
01-201-25-265-021	FIRE DEPARTMENT UTILITIES	\$ 750.00
01-201-25-265-025	LENGTH OF SERVICE AWARD	\$ 750.00
01-201-26-290-020	STREETS AND ROADS	\$ 4,500.00
01-201-26-290-225	SNOW REMOVAL	\$ 1,250.00
01-201-26-305-010	SANITARY LANDFILL S&W	\$ 6,250.00
01-201-26-305-025	MICELLANOUS OTHER COSTS	\$ 16,312.50
01-201-26-310-020	BUILDING AND GROUNDS OE	\$ 1,500.00
01-201-27-330-010	BOARD OF HEALTH S&W	\$ 75.00
01-201-27-340-010	ANIMAL CONTROL S&W	\$ 150.00
01-201-27-340-020	ANIMAL CONTROL OE	\$ 3,500.00
01-201-31-435-020	STREET LIGHTING	\$ 1,000.00
01-201-31-440-020	TELEPHONE	\$ 1,000.00
01-201-32-465-020	SOLID WASTE DISPOSAL COSTS	\$ 12,937.50
01-201-36-225-021	Unemployment Comp Ins NJSA 43:21-3	\$ 43.75
01-201-36-472-020	SOCIAL SECURITY (O.A.S.I)	\$ 1,925.00
	Senior Center	\$ 2,750.00
	Joint Court	\$ 1,000.00
TOTALS		\$ 103,148.75

ATTEST:

FOR STOW CREEK TOWNSHIP

Ronald L Campbell Sr. Clerk

Mayor

Adopted: January 3, 2024

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

Respectfully submitted,

Ronald L. Campbell, Sr.
Clerk