New Jersey's four season recreation community
VERNON TOWNSHIP

Vernon Township
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August 13, 2012 Vernon Township Council Meeting Resolutions

Resolution #12-161: Approval of Bills List
Resolution #12-162: Petty Cash Fund for Police Department
Resolution #12-163: New State Contract Vendors
Resolution #12-164: Retire Turnout Gear
Resolution #12-165: Change Order #1 – Pierce Manufacturing, Inc.
Resolution #12-166: Change Order #2 – Pierce Manufacturing, Inc.
Resolution #12-167: Change Order #1 – KME Corp., Inc.
Resolution #12-168: Change Order #2 – KME Corp., Inc.
Resolution #12-169: Corrective Action Plan 2011 Audit

RESOLUTION #12-161
AUTHORIZING THE APPROVAL OF BILLS LIST

BE IT RESOLVED that the following bills listed are hereby approved:

Disbursement Journal	Fund	AMOUNT	Major Vendor
#1	CURRENT	$ 1,036,762.70	BD OF ED
#2	CURRENT	$ 1,138,988.50	BD OF ED
#3	CURRENT	$ 343,702.96	HBCBS
#4	CURRENT	$ 872.34	
#5	CURRENT	$ 1,101,488.50	BD OF ED
#6	CURRENT	$ 1,437,379.08	BD OF ED
#7	CURRENT	$ 4,181,195.63	COUNTY TAXES
#8	CURRENT	$ 473.78	MUA
#9	CURRENT	$ 2,925.00	MUA
#10	CURRENT	$ 625.53	MUA
#11	CAPITAL	$ 23,057.50	
#12	CAPITAL	$ 4,000.00	
#13	CAPITAL	$ 251,926.58	KME
#14	GRANT	$ 500.00	
#15	GRANT	$ 619.25	
#16	P & Z	$ 449.00	
#17	P & Z	$ 6,907.50	
#18	RECREATION	$ 186.42	
#19	RECREATION	$ 100.00	
#20	RECREATION	$ 500.00	
#21	OUTSIDE SERVICES	$ 4,165.45	
#22	OUTSIDE SERVICES	$ 21,810.99	
#23	OUTSIDE SERVICES	$ 4,764.76	
#24	OUTSIDE SERVICES	$ 5,273.67	

#25	OTHER TRUST		$75.00
#26	PVL DAM ASSESS	$	10,000.00
#27	DEVELOPER'S BONDS	$	2,399.00
#28	DEVELOPER'S BONDS	$	537.50
#29	OPEN SPACE	$	2,875.00
#30	COAH	$	7,837.50
#31	1ST PAY-AUG	$	343,746.27
		$	9,936,145.41

RESOLUTION # 12-162

ESTABLISHING A NEW PETTY CASH FUND

WHEREAS, N.J.S.A 40A;5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution; and

WHEREAS, it is the desire of the Township of Vernon, County of Sussex to establish such a fund for the Police Department in the amount of $500.00; and

WHEREAS, the custodian for this fund is Chief Roy Wherry, who is covered under a blanket employee crime insurance policy in the amount of $1,000,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Vernon, County of Sussex hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

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RESOLUTION #12-163

AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS

WHEREAS, the Township of Vernon may by resolution, and without advertising for bids or obtaining quotations, purchase any goods or services under the State Contract; and

WHEREAS, the Township has the need on a timely basis to purchase goods and services utilizing state contracts; and

WHEREAS, the Township intends to enter into contracts with the attached referenced state vendors through this resolution and properly executed contracts, which shall be applicable to all the conditions applicable to current state contracts.

NOW THEREFORE BE IT RESOLVED, that the Township Council of the Township of Vernon, authorizes the Purchasing Agent to purchase certain goods and services from those approved state vendors on the list provided below, pursuant to all conditions of the individual state contracts; and

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

BE IT FURTHER RESOLVED, that the duration of the contracts between the Township of Vernon and the referenced state contract vendors shall be from January 1, 2012 to December 31, 2012; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption according to law.

Commodity/Service	Vendor	State Contract #
Parks and Playground Equipment	George Ely & Associates	81424
Computer Equipment and Accessories	Dell Computers	70256

RESOLUTION #12-164

RESOLUTION DECLARING OLD TURNOUT GEAR USED BY THE TOWNSHIP'S FIRE DEPARTMENTS AS NOT NEEDED FOR PUBLIC USE

WHEREAS, the Township recently purchased turnout gear for its fire departments; and

WHEREAS, the Township's Fire Marshal and Fire Chiefs have determined that old turnout gear for their respective departments no longer meet National Fire Protection Association (NFPA) standards, as this gear is ten years old; and

WHEREAS, the Township's Fire Marshal and Fire Chiefs have subsequently determined that this gear is no longer needed for public use; and

WHEREAS, the turnout gear to be declared not needed for public use includes five sets of Morning Pride, five sets of Cairns, ten sets of Globe, and additionally two Globe pants.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon that five sets of Morning Price turnout gear, five sets of Cairns turnout gear, ten sets of Globe turnout gear, and additionally two Globe pants be declared not needed for public use; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption according to law.

RESOLUTION #12-165

AUTHORIZING CHANGE ORDER #1 TO PIERCE MANUFACTURING, INC., FOR SUPPLYING AND DELIVERING A BRAND NEW RESCUE TRUCK TO THE VERNON FIRE DEPARTMENT

WHEREAS, the Township of Vernon awarded a contract to supply and deliver a brand new rescue truck to the Vernon Fire Department via Resolution #12-94 to Pierce Manufacturing Inc. for $416,738.00; and

WHEREAS, several items that were in the original specification are not needed, totaling $13,386.00; and

WHEREAS, according to NJAC 5:30-1.3, the total amount of all change orders may not exceed 20 percent of the original contract award; and

WHEREAS, this change order does not exceed the 20 percent threshold as it reduces the contract amount by $13,386.00; and

WHEREAS, the Qualified Purchasing Agent and Vernon Fire Department Chief recommend that this change order be approved per the attached proposal.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Vernon, that this change order be approved; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption according to law.

RESOLUTION #12-166

AUTHORIZING CHANGE ORDER #2 TO PIERCE MANUFACTURING, INC., FOR SUPPLYING AND DELIVERING A BRAND NEW RESCUE TRUCK TO THE VERNON FIRE DEPARTMENT

WHEREAS, the Township of Vernon awarded a contract to supply and deliver a brand new rescue truck to the Vernon Fire Department via Resolution #12-94 to Pierce Manufacturing Inc., for $416,738.00; and

WHEREAS, several items that were not in the original specification are needed, totaling $15,605.00; and

WHEREAS, according to NJAC 5:30-1.3, the total amount of all change orders may not exceed 20 percent of the original contract award; and

WHEREAS, this change order plus change order #1, does not exceed the 20 percent threshold; and

WHEREAS, the Qualified Purchasing Agent and Vernon Fire Department Chief recommend that this change order be approved per the attached proposal.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Vernon, that this change order be approved. The Chief Financial Officer has certified a total amount of $15,605.00 in account #3094304; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption according to law.

RESOLUTION #12-167

AUTHORIZING CHANGE ORDER #1 TO KME CORP., INC FOR SUPPLYING AND DELIVERING A BRAND NEW PUMPER TO THE VERNON FIRE DEPARTMENT

WHEREAS, the Township of Vernon awarded a contract to supply and deliver a brand new pumper to the Vernon Fire Department via Resolution #12-93 to Kovatch Mobile Equipment Corp. Inc., for $436,549.00; and

WHEREAS, several items that were in the original specification are not needed, totaling $1,390.00; and

WHEREAS, according to NJAC 5:30-1.3, the total amount of all change orders may not exceed 20 percent of the original contract award; and

WHEREAS, this change order does not exceed the 20 percent threshold as it reduces the contract amount by $1,390.00; and

WHEREAS, the Qualified Purchasing Agent and Vernon Fire Department Chief recommend that this change order be approved per the attached proposal.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Vernon, that this change order be approved; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption according to law.

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RESOLUTION # 12-168

AUTHORIZING CHANGE ORDER #2 TO KME CORP., INC FOR SUPPLYING AND DELIVERING A BRAND NEW PUMPER TO THE VERNON FIRE DEPARTMENT

WHEREAS, the Township of Vernon awarded a contract to supply and deliver a brand new pumper to the Vernon Fire Department via Resolution #12-93 to Kovatch Mobile Equipment Corp. Inc., for $436,549.00; and

WHEREAS, an item that was not in the original specification is needed, totaling $400.00; and

WHEREAS, according to NJAC 5:30-1.3, the total amount of all change orders may not exceed 20 percent of the original contract award; and

WHEREAS, this change order plus change order #1, does not exceed the 20 percent threshold; and

WHEREAS, the Qualified Purchasing Agent and Vernon Fire Department Chief recommend that this change order be approved per the attached proposal.

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Vernon, that this change order be approved. The Chief Financial Officer has certified a total amount of $400.00 in account #3094304; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption according to law.

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RESOLUTION #12-169
CORRECTIVE ACTION PLAN 2011 AUDIT

WHEREAS, the 2011 Annual Audit Report was delivered in June 2012 and regulations promulgated by the Local Fiscal Affairs Law, N.J.S.A. 40A:5 requires that the Chief Financial Officer prepare a Corrective Action Plan covering all findings and recommendations in the audit report; and

WHEREAS, N.J.S.A. 40A:5 further requires approval of the Corrective Action Plan within 60 days of audit receipt by the Township Council;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Vernon that the Corrective Action Plan for the 2011 Annual Audit Report prepared by the Township Chief Financial Officer and attached hereto as "Appendix A" be approved.

APPENDIX "A"
TOWNSHIP OF VERNON

Corrective Action Plan for the 2011 Audit Report

1. **Recommendation:** Adequate segregation of duties be maintained with respect to the recording and treasury functions.

   Corrective Action: The Township will review the Cost/Benefit of having a separate Cashier function, where residents would have to go to make payments.

   Implementation Date: Review started in May should be completed in June.

2. **Recommendation:** All purchases follow the same internal control requirements as all other Township purchases.

   Corrective Action: The Township will make every effort to have formal purchase orders on all disbursements, including such items as tax refunds...

   Implementation Date: May 24, 2012 date of audit

3. **Recommendation:** A dedication-by rider be obtained for all applicable Trust Fund reserves from the State of New Jersey according to New Jersey Statute 40A:4-39.

   Corrective Action: The Township has sent to the State an application in 2008, copies in 2009 & 2010 for Stream Clean Signs which was approved September 17, 2010. The Pleasant Valley Dam was not a Trust account but "Loan Expense Escrow" not needing approval from the State.

   Implementation Date: May 24, 2012 date of audit.

4. **Recommendation:** The Township reviews their operations in the finance office to ensure compliance with statutory regulation relative to budget posting, transfers and amendments.

   Corrective Action: The Township will review its finance office procedures to ensure compliance with state regulation and statutes and those adequate internal controls are in place.

   Implementation Date: May 24, 2012 date of audit