

## **January 1, 2016 Vernon Township Council Meeting Resolutions**

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## **RESOLUTION #16-01**

### **AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

**WHEREAS**, there is a need for Professional Services to the Township of Vernon for Attorneys; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Township of Vernon is desirous to enter into an agreement with these professionals as a fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the Chief Finance Officer has certified in writing that the value of the contracts are available for these purposes subject to the adoption of the 2015 Municipal Budget; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that they hereby authorize and approve the award of contracts of a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:20-1 et seq. to provide Services in accordance with the attached Contracts for Professional Services pursuant to a non-fair and open contract to the following:

1. Township Attorney: Doug Steinhardt, Esq. of Florio Perrucci Steinhardt & Fader
2. Special Township Attorney: Conflicts-Kevin Kelly, Esq. of Kelly and Ward

**BE IT FURTHER RESOLVED**, that the award of contract shall be contingent upon the completion and receipt of the following:

- (a) A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
- (b) Receipt of all statutorily mandated “pay to play” political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- (c) New Jersey Business Registration Certificate; and
- (d) Upon the aforementioned professional being a member in good standing in his respective profession.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute, seal and deliver the attached Contracts for Professional Services on behalf of and in the name of the Township of Vernon and that the Municipal Clerk shall publish the award of contract as required by law with ten (10) days of passage of this Resolution.

## **RESOLUTION #16-02**

### **DESIGNATION OF OFFICIAL NEWSPAPER FOR 2016**

**WHEREAS**, N.J.S.A. 40:53-1 et al. of the Open Public Meetings Act requires that the governing body of every municipality designate an official newspaper or newspapers for the publication of all advertisements and notices required by law to be published by the municipality; and

**WHEREAS**, the second newspaper designated by this body must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meetings; and

**WHEREAS**, *The New Jersey Herald/Sunday Herald* is hereby designated to receive all notices of meetings as required under the Open Public Meetings Act and *The Advertiser News*, the *Vernon Aim* and *The Star Ledger* will be designated as the alternate newspapers; and

**WHEREAS**, It is the opinion of this public body that *The New Jersey Herald/Sunday Herald*, have the greatest likelihood of informing the public within the jurisdictional area of this public body of such meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon, County of Sussex, State of New Jersey that *The New Jersey Herald/ Sunday Herald* is hereby designated as the official newspaper for the 2016 Calendar Year and will receive all Notices of meetings of the Township Council as required by the Open Public Meetings Act, and *The Advertiser News*, the *Vernon Aim* and *The Star Ledger* will be designated as alternate newspapers of the Township of Vernon.

This resolution shall take effect immediately.

**RESOLUTION #16-03**

**DESIGNATING MEETING DATES OF THE  
TOWNSHIP COUNCIL FOR THE 2016 CALENDAR YEAR**

**BE IT RESOLVED**, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-1 et. seq., the Regular Meetings of the Township Council of the Township of Vernon shall convene on the Second and Fourth Mondays of each Month (except as noted with \* in schedule below) at 6:30 pm (if there is an Executive Session), or at 7:30 pm (if there is no Executive Session) at the Vernon Municipal Center, 21 Church Street, Vernon, New Jersey for the following:

MEETING DATES

January 1* (12:00 noon), 11 and 25	July 11 and 25
February 8 and 22	August 8 and 22
March 14 and 28	September 12 and 26
April 11 and 25	October 13* and 24
May 9 and 23	November 14 and 28
June 13 and 27	December 12 and 29*
	January 2, 2017 Re-organization

**BE IT FURTHER RESOLVED**, that if there is to be an Executive Session, the Township Council shall immediately convene into Executive Session after opening their Regular Meeting at 6:30 pm in order to discuss those matters in executive session from which the public shall be excluded and at 7:30 pm, or as soon thereafter, the public portion of the meeting will recommence. Formal action may be taken at any Regular Council Meeting.

**BE IT FURTHER RESOLVED** that all meetings shall be opened to the public and public participation will be entertained at all meetings but limited to five (5) minutes for each speaker to provide the Governing Body sufficient time to complete its work.

**BE IT FURTHER RESOLVED** that all Notices required by the Open Public Meetings Act shall be published in *The New Jersey Herald/Sunday Herald* and, if needed, in alternate newspapers, *The Advertiser News*, *The Vernon Aim*, and *The Star Ledger* and shall be posted on the bulletin board in the Municipal Building.

**RESOLUTION #16-04**

**RESOLUTION TO ADOPT A CASH MANAGEMENT PLAN-2016**

**BE IT RESOLVED** by the Township Council of the Township of Vernon, County of Sussex, that for the year 2016, the following shall serve as the cash management plan of the Township of Vernon.

1. Cash Management and Investment Objectives

The Township of Vernon has the following objectives.

- A. Preservation of capital.
- B. Adequate safekeeping of assets.
- C. Maintenance of liquidity to meet operating needs.

- D. Investment of assets in accordance with State and Federal Laws and regulations.
- E. Maximize Yield.

## 2. Designation of Official Depositories

The following Government Unit Protection Act approved banks are authorized depositories for deposit of funds:

- Sussex Bank
- Valley National Bank
- Highlands State Bank
- Lakeland Bank
- PNC Bank

## 3. Cash Management

- A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15
- B. The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that any excess amounts not needed to cover expenses or in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.
- C. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

## 4. Permissible Investments

- A. Certificates of Deposits.
- B. Savings and Loan Associations and Saving Bank Accounts.
- C. New Jersey Cash Management Plan
- D. MBIA Municipal Investors Service Corporation CLASS

## 5. 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 this plan and all appropriate regulatory constraints.

## 6. Reporting

The Chief Financial Officer shall report to the Township Council investments in accordance with N.J.S.A. 40A:5-15.2.

## 7. Audit

The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

## 8. Disposition of Abandoned Property

The Chief Financial Officer shall escheat to the State of New Jersey checks which remain outstanding for more than twelve months after the date of issuance.

**RESOLUTION #16-05**

**REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2016**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in municipalities by application and resolution; and

**WHEREAS**, it is the desire of the Township of Vernon to establish the following Petty Cash Funds for calendar year 2016 as follows:

<b>Department</b>	<b>Custodian</b>	<b>Amount Authorized</b>
DPW	Dave Pullis	\$100.00
Finance	Elke Yetter	\$300.00
Police	Arthur R. Mills	\$500.00

**NOW, THEREFORE BE IT RESOLVED** that the Council of the Township of Vernon hereby authorizes such action and that the Township Clerk file two copies of this resolution with the Division of Local Government Services, State of New Jersey.

**RESOLUTION #16-06**

**ESTABLISHING INTEREST RATES FOR DELINQUENT PROPERTY TAXES AND ASSESSMENTS**

**WHEREAS**, N.J.S.A. 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 as provided by law; and

**WHEREAS**, N.J.S.A. 54:4-67 has been amended to provide an additional penalty of up to six percent (6%) on delinquent taxes and all municipal charges in excess of \$10,000.00 that are not paid prior to the end of the fiscal year; and

**WHEREAS**, this resolution is necessary for efficient and uninterrupted operations of the business of the Tax Collector.

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Vernon that:

1. The Tax Collector of Vernon Township is authorized to cancel all payments of taxes of \$10.00 or less.
2. That no interest shall be charged if payment of any installment is made within ten (10) days after date upon which the same became payable.

3. That the rate of interest to be charged for nonpayment of taxes on or before they would become delinquent shall be 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum, on any amount in excess of \$1,500.00, and;
4. Interest at the rate of 8% per annum on the unpaid balance of assessment is charged with each installment on due date. Any installment not paid on or before due date is subject to 8% interest, 18% interest over \$1,500.00.
5. That the Chief Financial Officer of the Township of Vernon is hereby authorized to make investments for the Township of Vernon.

### **RESOLUTION #16-07**

#### **AUTHORIZING THE MUNICIPAL TAX ASSESSOR AND THE SPECIAL MUNICIPAL ATTORNEY TO DEFEND THE TOWNSHIP BEFORE THE SUSSEX COUNTY BOARD OF TAXATION FOR TAX APPEALS**

**WHEREAS**, the County Tax Board requires the governing body of each municipality to pass a resolution authorizing the Assessor and special municipal attorney(tax appeals) of the municipality to file and prosecute any and all tax appeals, farmland rollback complaints, and any added and omitted assessment complaints before the Sussex County Tax Board.

**THEREFORE BE IT RESOLVED** by the governing body of the Township of Vernon that the Assessor and special municipal attorney(tax appeals) are hereby authorized to file, prosecute, defend, stipulate, and/or agree upon all contested appeals before the Sussex County Board of Taxation and Tax Court of the State of New Jersey, and to initiate municipal appeals to correct the Township of Vernon tax list, including but not limited to, rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct property assessments for the Township of Vernon; and

**BE IT FURTHER RESOLVED** that the Assessor and the special municipal attorney(tax appeals) are hereby designated as the agents of the Township of Vernon for the purpose of signing settlements of the foregoing matters by stipulation.

**BE IT FURTHER RESOLVED** that the Municipal Clerk is directed to forward a certified copy of this Resolution to the Sussex County Tax Board.

### **RESOLUTION #16-08**

#### **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

**WHEREAS** pursuant to the provisions of N.J.A.C. 17:27-1 the Township of Vernon is required to designate a Public Agency Compliance Officer on an annual basis; and

**WHEREAS** said Public Agency Compliance Officer shall act as the official liaison for all equal opportunity employment matters in the administration of public contracts; and

**WHEREAS** the Township designates the Township Business Administrator as the Public Agency Compliance Officer for calendar year 2016;

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon that it hereby designates the Township Business Administrator as the Township's Public Agency Compliance Officer for calendar year 2016; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk shall forward a certified copy of this Resolution to the New Jersey Department of the Treasury Affirmative Action Office as required.

### **RESOLUTION #16-09**

#### **APPOINTING TOWNSHIP BUSINESS ADMINISTRATOR AS ADA COORDINATOR**

**WHEREAS**, every municipality is required to designate an ADA Coordinator; and

**WHEREAS**, the ADA Coordinator's role is to ensure the Township's compliance with the Americans with Disabilities Act.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon that the Township Business Administrator is hereby appointed as the ADA Coordinator for Vernon Township.

### **RESOLUTION #16-10**

#### **AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS PURSUANT TO N.J.S.A. 40A:5-16**

**BE IT RESOLVED** by the Council of the Township of Vernon that the following Township Officials are hereby authorized to sign checks, withdrawal slips or other bank related items with two out of the four below listed principal signatures being required:

Mayor  
Business Administrator  
Chief Financial Officer  
Municipal Clerk

**BE IT FURTHER RESOLVED** that signature cards with the signatures of the persons authorized to sign be on file at all banks that presently have Township accounts.

This Resolution shall take effect immediately upon adoption according to law.



**RESOLUTION #16-11**

**APPOINTMENTS OF CLASS TWO SPECIAL POLICE OFFICERS**

**WHEREAS**, pursuant to Chapter 94, Section 16 of the Cod of the Township of Vernon, the Mayor shall appoint Class Two Special Police Officers; and

**WHEREAS**, the Mayor has nominated the individuals named below for said position.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, and STATE OF NEW JERSEY**, as follows:

1. That there shall be up to 6 positions for Special Police Class 2;
2. That the following individuals are hereby appointed or reappointed as Class Two Special Police Officers effective January 1, 2016 for a term of one year pursuant to N.J.S.A. 40A:14-146.14:

**Special Police Officers (Class 2)**

Michael Burns            Roy Wherry  
Thomas Zabriskie

**BE IT FINALLY RESOLVED THAT**, the Township Clerk shall send a certified copy of this resolution to the following:

- a. Chief of Police

**RESOLUTION #16-12**

**AWARDING A CONTRACT TO KRAFT POWER CORPORATION TO PROVIDE SEMI-ANNUAL MAINTENANCE SERVICE FOR TOWNSHIP-OWNED GENERATORS**

**WHEREAS**, the Township of Vernon has a need to maintain its emergency generators; and

**WHEREAS**, after solicitation of a quote from Kraft Power to provide said services, there is no price increase from the prior year's contract; and

**WHEREAS**, the Qualified Purchasing Agent recommends that the Township award a contract for this service to Kraft Power Corporation; and

**WHEREAS**, the contract term is from January 1, 2016 through December 31, 2016; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available in 10577237; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey, the Mayor is authorized to execute a contract with Kraft Power Corporation, 241 West Parkway, Pompton Plains, NJ 07444, to provide semi-annual maintenance service to the Township-owned emergency generators.

**RESOLUTION# 16-13**

**AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO SIGN AN AGREEMENT WITH THE COUNTY OF SUSSEX FOR NUTRITION SITE PREMISES FOR SENIOR CITIZENS**

**WHEREAS**, Vernon Township has available space in the Senior Citizen Center; and

**WHEREAS**, there is a continuing need for space to offer meals to accommodate approximately 75 senior citizens per day; and

**WHEREAS**, the Township of Vernon has offered, for appropriate compensation, to allow the County of Sussex to utilize a portion of the Senior Citizen facility for the Vernon Nutrition Site Operation project as per attached agreement for the year 2016; and

**WHEREAS**, the agreement is attached hereto and made a part hereof; and

**WHEREAS**, the compensatory amount for the use of this facility is \$25,700.00 for the agreement year.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Vernon, New Jersey as follows:

1. That the Township Council of the Township of Vernon hereby authorizes and directs the Mayor and Township Clerk to execute the agreement between Vernon Township and the County of Sussex for use of the Vernon Township Senior Citizen Center for the Vernon Nutrition Site Project.
2. A certified copy of this Resolution shall be submitted to the Clerk of Sussex County and Timothy Cunningham, the Director of the NJ Division of Local Government Services.

**RESOLUTION #16-14**

**AUTHORIZING A MEMORANDUM OF AGREEMENT WITH *SIGNATURE INFORMATION SOLUTIONS* FOR “INQUIRY ONLY” ACCESS TO CERTAIN TAX COLLECTORS TAX AND/OR UTILITY RECORDS VIA VITAL COMMUNICATIONS**

**WHEREAS**, the Township of Vernon received a request from Signature Information Solutions seeking electronic “look only” inquiry access to the public tax records administered by the tax collector; and

**WHEREAS**, Vernon Township’s tax records are currently maintained in an electronic format by Vital Communications Inc. of Trenton, New Jersey; and

**WHEREAS**, upon authorization, Signature Information Solutions, agrees to use this information for the sole purpose of providing tax search information to the title industry; and

**WHEREAS**, Signature Information Solutions also agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon:

1. Vernon Township will authorize Vital Communications, Inc. to provide look up information access to Signature Information Solutions for Vernon Township property tax and/or utility records.
2. Signature Information Solutions shall be subject to Vital Communications, Inc.'s policies and procedures.
3. Signature Information Solutions waives any claim that it may have against Vernon Township in connection with Vital Communications, Inc.'s policies and procedures.
4. Signature Information Solutions, agrees to use this information for the sole purpose of providing tax search information to the title industry, agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.
5. The Township of Vernon shall not incur any charges for providing this access or means of information exchange to Signature Information Solutions.

#### **RESOLUTION #16-15**

#### **AUTHORIZING A MEMORANDUM OF AGREEMENT WITH *ACCURATE ABSTRACTS* FOR “INQUIRY ONLY” ACCESS TO CERTAIN TAX COLLECTORS TAX AND/OR UTILITY RECORDS VIA VITAL COMMUNICATIONS**

**WHEREAS**, the Township of Vernon received a request from Accurate Abstracts seeking electronic “look only” inquiry access to the public tax records administered by the tax collector; and

**WHEREAS**, Vernon Township’s tax records are currently maintained in an electronic format by Vital Communications Inc. of Trenton, New Jersey; and

**WHEREAS**, upon authorization, Accurate Abstracts, agrees to use this information for the sole purpose of providing tax search information to the title industry; and

**WHEREAS**, Accurate Abstracts also agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon:

1. Vernon Township will authorize Vital Communications, Inc. to provide look up information access to Accurate Abstracts, for Vernon Township property tax and/or utility records.
2. Accurate Abstracts shall be subject to Vital Communications, Inc.'s policies and procedures.
3. Accurate Abstracts waives any claim that it may have against Vernon Township in connection with Vital Communications, Inc.'s policies and procedures.
4. Accurate Abstracts, agrees to use this information for the sole purpose of providing tax search information to the title industry, agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

5. The Township of Vernon shall not incur any charges for providing this access or means of information exchange to Accurate Abstracts.

**RESOLUTION #16-16**

**AUTHORIZING A MEMORANDUM OF AGREEMENT WITH VALTECH RESEARCH FOR  
“INQUIRY ONLY” ACCESS TO CERTAIN TAX COLLECTORS TAX AND/OR UTILITY  
RECORDS VIA VITAL COMMUNICATIONS**

**WHEREAS**, the Township of Vernon received a request from Valtech Research seeking electronic “look only” inquiry access to the public tax records administered by the tax collector; and

**WHEREAS**, Vernon Township’s tax records are currently maintained in an electronic format by Vital Communications Inc. of Trenton, New Jersey; and

**WHEREAS**, upon authorization, Valtech Research, agrees to use this information for the sole purpose of providing tax search information to the title industry; and

**WHEREAS**, Valtech Research also agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon:

1. Vernon Township will authorize Vital Communications, Inc. to provide look up information access to Valtech Research for Vernon Township property tax and/or utility records.
2. Valtech Research shall be subject to Vital Communications, Inc.’s policies and procedures.
3. Valtech Research waives any claim that it may have against Vernon Township in connection with Vital Communications, Inc.’s policies and procedures.
4. Valtech Research, agrees to use this information for the sole purpose of providing tax search information to the title industry, agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.
5. The Township of Vernon shall not incur any charges for providing this access or means of information exchange to Valtech Research.

**RESOLUTION #16-19**

**AUTHORIZING A MEMORANDUM OF AGREEMENT WITH ACTION TITLE RESEARCH FOR  
“INQUIRY ONLY” ACCESS TO CERTAIN TAX COLLECTORS TAX AND/OR UTILITY RECORDS  
VIA VITAL COMMUNICATIONS**

**WHEREAS**, the Township of Vernon received a request from Action Title Research seeking electronic “look only” inquiry access to the public tax records administered by the tax collector; and

**WHEREAS**, Vernon Township's tax records are currently maintained in an electronic format by Vital Communications Inc. of Trenton, New Jersey; and

**WHEREAS**, upon authorization, Action Title Research, agrees to use this information for the sole purpose of providing tax search information to the title industry; and

**WHEREAS**, Action Title Research also agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon:

1. Vernon Township will authorize Vital Communications, Inc. to provide look up information access to Action Title Research, for Vernon Township property tax and/or utility records.
2. Action Title Research shall be subject to Vital Communications, Inc.'s policies and procedures.
3. Action Title Research waives any claim that it may have against Vernon Township in connection with Vital Communications, Inc.'s policies and procedures.
4. Action Title Research, agrees to use this information for the sole purpose of providing tax search information to the title industry, agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.
5. The Township of Vernon shall not incur any charges for providing this access or means of information exchange to Action Title Research.

### **RESOLUTION #16-18**

#### **AUTHORIZING A CONTRACT WITH MUNICIPAL SOFTWARE, INC. TO MAINTAIN THE TOWNSHIP'S ACCOUNTING SOFTWARE FOR 2016**

**WHEREAS**, the Township of Vernon has a need to maintain its accounting software; and

**WHEREAS**, Municipal Software, Inc. supplied the original accounting software to the Township and has the expertise to maintain said program; and

**WHEREAS**, the Chief Financial Officer recommends that the Township Council award a contract to maintain the Township's accounting software to Municipal Software, Inc., 9 South Dartmouth, Building #3, 2<sup>nd</sup> Floor, Marshalls Creek, PA 18335; and

**WHEREAS**, the total cost for this annual maintenance contract is \$7,086.00 and the Chief Financial Officer of the Township of Vernon, has certified these funds are available in account #10570522, subject to the 2016 Municipal Budget.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Vernon, that the vendor, Municipal Software, Inc., be awarded a contract to maintain the Township's accounting software in an amount not to exceed \$7,086.00; and

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

**RESOLUTION #16-19**

**AUTHORIZING A MEMORANDUM OF AGREEMENT WITH *PRIORITY SEARCH SERVICES, LLC*  
FOR "INQUIRY ONLY" ACCESS TO CERTAIN TAX COLLECTORS TAX AND/OR UTILITY  
RECORDS VIA VITAL COMMUNICATIONS**

**WHEREAS**, the Township of Vernon received a request from Priority Search Services, LLC seeking electronic "look only" inquiry access to the public tax records administered by the tax collector; and

**WHEREAS**, Vernon Township's tax records are currently maintained in an electronic format by Vital Communications Inc. of Trenton, New Jersey; and

**WHEREAS**, upon authorization, Priority Search Services, LLC, agrees to use this information for the sole purpose of providing tax search information to the title industry; and

**WHEREAS**, Priority Search Services, LLC also agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.

**NOW THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon:

1. Vernon Township will authorize Vital Communications, Inc. to provide look up information access to Priority Search Services, LLC, for Vernon Township property tax and/or utility records.
2. Priority Search Services, LLC shall be subject to Vital Communications, Inc.'s policies and procedures.
3. Priority Search Services, LLC waives any claim that it may have against Vernon Township in connection with Vital Communications, Inc.'s policies and procedures.
4. Priority Search Services, LLC, agrees to use this information for the sole purpose of providing tax search information to the title industry, agrees to protect the information obtained and to not re-sell or re-distribute this same information or make available to a third party except as needed for the purpose of providing information for tax searches to the title industry.
5. The Township of Vernon shall not incur any charges for providing this access or means of information exchange to Priority Search Services, LLC.

**RESOLUTION #16-20**

**AUTHORIZING THE OPTION TO RENEW OFFSITE FUEL CONTRACT BETWEEN THE TOWNSHIP OF VERNON AND BOB BALDWIN TRANSPORTATION, INC.**

**WHEREAS**, following the public advertising and opening of bids, the Township of Vernon, New Jersey and Bob Baldwin Transportation, Inc. (“Contractor”) entered into a Contract, dated December 9, 2013, to provide offsite motor fuel; and

**WHEREAS**, the Agreement and the bid documents and specifications upon which the Township’s award of the Agreement was based permits the parties the option to renew the Agreement’s term for the calendar year of 2016; and

**WHEREAS**, the Agreement and its associated bid documents and specifications are on file in the Township Clerk’s office; and

**WHEREAS**, the Township, upon the recommendation of the Mayor, finds that the services are being performed in an effective and efficient manner by the Contractor and, pursuant to N.J.S.A. 40A:11-15, desires to renew the existing contract from the term of January 1, 2016 through December 31, 2016; and

**WHEREAS**, the Township’s Chief Financial Officer has certified that funds are available for this purpose subject to the adoption of the 2016 Municipal Budget.

**NOW, THEREFORE, BE IT RESOLVED**, Township Council for the Township of Vernon, County of Sussex, State of New Jersey, that the Mayor and Clerk are hereby authorized to renew the existing Offsite Fuel Contract between the Township of Vernon and Bob Baldwin Transportation, Inc. from the term January 1, 2016 through December 31, 2016

**BE IT FURTHER RESOLVED** that the Township Clerk shall publish notice of this Amendment pursuant to applicable law.

**RESOLUTION #16-21**

**RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Township of Vernon (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the “Fund” has requested its members to appoint individuals or entities to that position.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of “Local Unit”, in the County of Sussex and State of New Jersey, as follows:

1. The Township of Vernon hereby appoints Pinnacle Insurance Solutions LLC, b/d/a Pinnacle Risk Solutions as its local Risk Management Consultant.
2. The Mayor of the Township of Vernon and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2016.

### **RESOLUTION #16-22**

#### **RESOLUTION APPOINTING FUND COMMISSIONER**

**WHEREAS**, the Township of Vernon (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Fund's Bylaws require participating members to appoint a Fund Commissioner.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township of Vernon that the Township Administrator (Patrick Bailey) is hereby appointed as the Fund Commissioner for the Local Unit for the calendar year 2016; and

**BE IT FURTHER RESOLVED** that Elke Yetter is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the calendar year 2016; and

**BE IT FURTHER RESOLVED** that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

### **RESOLUTION #16-23**

#### **RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF VERNON AWARDING CONTRACT FOR HEALTH, PRESCRIPTION, DENTAL, LIFE, AD&D BENEFIT INSURANCE BROKERAGE SERVICES**

**WHEREAS**, the Township of Vernon has a need to acquire health, prescription, dental, life and AD&D insurance brokerage services to the Township of Vernon as a non-fair and open contract pursuant to the provisions of P.L. 2004, c.19 (N.J.S.A. 19:44A-20.5 *et seq.*); and

**WHEREAS**, the procurement of Insurance Brokerage services, is an exception pursuant to N.J.S.A. 40A:11-5(1) (m), the procurement of which shall comply with N.J.S.A. 40A:11-5(1) (a) (ii); and

**WHEREAS**, the CFO has determined and certified in writing that the value of these services will exceed \$17,500; and

**WHEREAS**, the Mayor have reviewed the proposals received and recommend that a three (3) year contract be awarded to Fairview Insurance Agency Associates, Inc of 25 Fairview Ave., Verona, NJ 07044; and



**WHEREAS**, the term of this contract shall be from January 1, 2016 through December 31, 2018; and

**WHEREAS, FAIRVIEW INSURANCE** shall complete and submit a Business Entity Disclosure Certification, which Certification provides that no reportable contributions have been made that would bar the award of this Agreement pursuant to P.L. 2004, c. 19; and

**WHEREAS**, Fairview Insurance will complete and submit a c.271 Political Contribution Disclosure Form, which provides that no reportable political contributions (more than \$300 per election cycle) were made over the 12 months prior to submission to the committees of the government entities listed on the form prior to execution of the contract; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Vernon, County of Sussex, State of New Jersey as follows:

1. The Township of Vernon hereby awards, and the Mayor and the Township Clerk are hereby authorized to execute a contract between the Township of Vernon and Fairview Insurance Agency Associates, Inc of 25 Fairview Avenue, Verona, NJ 07044 for providing insurance brokerage services, as required by the Township, all in accordance with the contract, which is on file in the office of the Township Clerk, no sooner than ten (10) days following the submission of a Business Entity Disclosure Certification and subject to approval by the Township Attorney.
2. The contract award is in accordance with the schedules submitted by Fairview Insurance which are on file in the office of the Township Clerk.
3. That the Business Disclosure Entity Certification, Chapter 271 Campaign Contribution Disclosure Form, Public Contracting Reform Ordinance (Ordinance No. 2010:02) Disclosure, Stockholder Disclosure Certification, the Determination of Value, the Certificate of Availability of Funds and Standard Certification Declaration for an Extraordinary Unspecifiable Service be placed on file with this; and
4. This contract shall be awarded through a non-fair and open process and without a competitive bid pursuant to N.J.S.A. 19:44A-20.5 and as an exception pursuant to N.J.S.A. 40A:11-5(1)(m), the procurement of which shall comply with N.J.S.A. 40A:11-5(1)(a)(ii); and
5. A notice of this action shall be printed once in the legal newspaper of the Township of Vernon.

## **RESOLUTION #16-24**

### **APPOINTMENT OF INTERIM BUSINESS ADMINISTRATOR**

**WHEREAS**, the Township is in need of an Interim Business Administrator; and

**WHEREAS**, Patrick W. Bailey has been nominated to fill such position as Interim Business Administrator through March 31, 2016.

**NOW THEREFORE IT BE RESOLVED** by the Council of the Township of Vernon that Patrick W. Bailey is hereby appointed Interim Business Administrator for the Township of Vernon effective January 1, 2016 through March 31, 2016 at a salary of \$76,500 per annum; and

**NOW THEREFORE IT FURTHER BE RESOLVED** that the Mayor is hereby authorized to execute a contract with Mr. Bailey.

**RESOLUTION #16-25**

**ADOPTION OF 2016 TEMPORARY MUNICIPAL BUDGET**

**WHEREAS**, The Local Budget Law, N.J.S.A. 40A:4-1 et seq., provides that until the official Annual Budget for the budget year is adopted, a temporary budget not exceeding 26.25% of the total of all appropriations including appropriations for debt service, capital improvement fund, and public assistance must be adopted covering the first quarter of the fiscal year; and

**WHEREAS**, N.J.S.A. 40A:4-1 et seq. further provides that the governing body of a municipality must adopt by resolution within the first thirty (30) days of the budget, by affirmative vote of the full membership of the governing body, a temporary budget; and

**WHEREAS**, the Township Council desires to establish temporary appropriations pursuant to the Local Budget Law; and

**WHEREAS**, total appropriations for the 2015 Annual Budget, exclusive of any appropriations for debt service, capital improvements, public assistance, and pension benefits was \$19,863,834.00; and

**WHEREAS**, 26.25% of total appropriations for the 2015 Annual Budget, exclusive of any appropriations for debt service, capital improvements, public assistance, and pension benefits is \$4,148,098.00 for a total of \$9,365,432.00.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the Township of Vernon that the attached Schedule 'A' entitled "2016 Temporary Budget" is hereby approved.

**2016 TEMPORARY BUDGET**

**"Schedule A"**

**CURRENT FUND**

General & Administrative- S&W	\$	68,486.00
General & Administrative- OE		29,530.00
Mayor & Council- S&W		12,075.00
Mayor & Council- OE		1,500.00
Municipal Clerk- S&W		30,515.00
Municipal Clerk- OE		7,000.00
Finance S&W		51,863.00
Finance OE		10,000.00
Technology		10,894.00
Revenue Administration-S&W		30,000.00
Revenue Administration-OE		7,000.00
Tax Assessment- S&W		47,082.00
Tax Assessment- OE		17,357.00
Legal Services		50,000.00
Engineering		6,563.00
Historic Preservation-OE		656.00
Economic Development		2,363.00

Land Use- S&W	29,905.00
Land Use- OE	17,028.00
Insurance	1,117,880.00
Police- S&W	946,985.00
Police- OE	33,717.00
Radio Communications- S&W	108,653.00
Radio Communications- OE	919.00
Volunteer Emergency Services	80,063.00
Fire Prevention- S&W	18,527.00
Fire Prevention- OE	2,180.00
Prosecutor	7,088.00
Streets & Roads- S&W	377,923.00
Streets & Roads- OE	239,697.00
Recycling- S&W	6,300.00
Recycling- OE	1,837.00
Building & Grounds- S&W	11,470.00
Building & Grounds- OE	22,391.00
Fleet Maintenance- S&W	53,785.00
Fleet Maintenance- OE	52,500.00
Environmental Commission	420.00
Animal Control-S&W	22,627.00
Animal Control-OE	2,763.00
Recreation- S&W	20,403.00
Recreation- OE	12,718.00
Senior Citizen- S&W	6,000.00
Senior Citizens- OE	6,000.00
Park Maintenance- S&W	45,802.00
Park Maintenance- OE	3,000.00
Municipal Court- S&W	48,104.00
Municipal Court- OE	1,798.00
Construction Official- S&W	106,634.00
Construction Official- OE	2,966.00
Utility Expense	123,396.00
	Subtotal \$ 3,914,363.00
Interlocal-“911” Dispatching	18,651.00
Interlocal-Animal Control	3,062.00
Interlocal-Finance	7,875.00
Interlocal-Administrative	12,600.00
Interlocal-Senior Citizens	5,959.00
Interlocal-DPW	26,250.00
Social Security	157,500.00
Defined Contribution Plan	1,838.00

**TOTAL 2015 CURRENT TEMP BUDGET** **\$ 4,148,098.00**  
 (subject to 26.25% limitation)

**CURRENT FUND APPROPRIATIONS NOT SUBJECT TO 26.25%  
 LIMITATIONS OPERATIONS**

Bond Principal	1,665,000.00
Payment BANS	277,567.00
Interest on Bonds	687,076.00
Interest on Notes	144,600.00
PVL Principal & Interest (Jan Payment)	70,818.00
Interest on Emergency Notes	2,154.00
Capital Improvement	190,000.00
Capital Lease Payments	10,690.00
PERS*	473,114.00
PFRS*	833,377.00
PERS & PFRS Deferral Payment*	440,332.00
Sussex County MUA**	422,606.00

**TOTAL 2015 CURRENT TEMP BUDGET** **\$ 5,217,334.00**  
 (not subject to 26.25% limitation)

**TOTAL 2015 CURRENT TEMP BUDGET** **\$ 9,365,432.00**

\* PERS & PFRS is 2016 Actual Amounts, PERS & PFRS Deferral is Estimate less Deferral included in PERS & PFRS

\*\*1st Qtr SCMUA Bill 2016 Rates plus allowance for surcharge

**BE IT FURTHER RESOLVED** that the Introduced Official Budget shall serve as the Temporary Budget pursuant to N.J.S.A. 40A:4-19.1 if the Director of the Division of Local Government Services extends the budget dates pursuant to N.J.S.A. 40A:4-5.1.

**RESOLUTION #16-26**

**APPOINTMENT OF TAX COLLECTOR AND DESIGNATION OF TAX SEARCH OFFICER**

**WHEREAS**, the Township of Vernon is required to have a certified Tax Collector pursuant to N.J.S.A. 40A:9-141; and

**WHEREAS**, Lisa Kimkowski is licensed by the State of New Jersey as a municipal tax collector and meets all other qualifications for the position, and was appointed as the Tax Collector to fill the unexpired term of the previous Tax Collector until December 31, 2015; and

**WHEREAS**, pursuant to N.J.S.A. 54:5-11, the governing body of each municipality shall from time to time by resolution, designate an official of the municipality to make examinations of its records as to unpaid municipal liens and to certify the result thereof.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Township of Vernon, County of Sussex, State of New Jersey that Lisa Kimkowski is hereby appointed Tax Collector for the Township of Vernon effective January 1, 2016, until December 31, 2019 with a salary for 2016 of \$67,500.00.

**BE IT FURTHER RESOLVED** that the Township of Vernon will hold a Public Official Bond in the name of Lisa Kimkowski as required by law pursuant to N.J.A.C. 5:30-8.3 for the duties performed as Tax Collector; and

**BE IT FURTHER RESOLVED** that, pursuant to N.J.S.A.54:5-11, Lisa Kimkowski, being a duly bonded Official of the Township of Vernon, is designated as the Tax Search Officer for the Township of Vernon; and

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

#### **RESOLUTION #16-27**

#### **AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES**

**WHEREAS**, there is a need for Professional Services to the Township of Vernon for Attorneys, Auditor, Bond Counsel, Prosecutor, Public Defender, Engineer, Planner, Water Operator, and Computer Technician; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Township of Vernon is desirous to enter into an agreement with these professionals as a fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the Chief Finance Officer has certified in writing that the value of the contracts are available for these purposes subject to the adoption of the 2016 Municipal Budget; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that they hereby authorize and approve the award of contracts of a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:20-1 et seq. to provide Services in accordance with the attached Contracts for Professional Services pursuant to a non-fair and open contract to the following:

1. Township Labor Attorney – Richard W. Wenner, Esq. of Lavery, Selvaggi, Abromitis & Cohen, P.C.
2. Township Auditor – William Schroeder of the firm Nisivoccia & Company, LLP
3. Township Bond Counsel - Robert Beinfield, Esq. of the firm Hawkins Delafield & Wood, LLP
4. Municipal Prosecutor – Alicia Ferrante, Esq.
5. Public Defender – To be determined
6. Township Engineer – Cory Stoner of Harold E. Pellow & Associates
7. Township Planner – Ken Nelson of Nelson Consulting Group
8. Township Water Operator – Agra Environmental and Laboratory Services
9. Township Interim Computer Technician – DRCO Services, LLC

**BE IT FURTHER RESOLVED**, that the award of contract shall be contingent upon the completion and receipt of the following:

- a) A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
- b) Receipt of all statutorily mandated “pay to play” political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- c) New Jersey Business Registration Certificate; and
- d) Upon the aforementioned professional being a member in good standing in his respective profession.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute, seal and deliver the attached Contracts for Professional Services on behalf of and in the name of the Township of Vernon and that the Municipal Clerk shall publish the award of contract as required by law with ten (10) days of passage of this Resolution.

### **RESOLUTION #16-28**

#### **AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES FOR TOWNSHIP SPECIAL ATTORNEY**

**WHEREAS**, there is a need for Special Legal Services including Tax Appeals and Foreclosures for the year 2016 for the Township of Vernon; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Township of Vernon is desirous to appoint Robert McBriar, Esq. of the law offices of Schenck, Price, Smith & King, LLP, as a non-fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS**, the Chief Finance Officer has determined and certified in writing that the value of the contract is available for these purposes subject to the adoption of the 2016 Municipal Budget; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that Vernon Township hereby authorizes and approves the award of contract of a Professional Service Contract to Robert McBriar, Esq. from the law offices of Schenck, Price, Smith & King, LLP, pursuant to a non-fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:20-1 et seq. to provide Legal Services in accordance with the attached Contract for Professional Services.

**BE IT FURTHER RESOLVED**, that the award of contract shall be contingent upon the completion and receipt of the following:

1. A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
2. Receipt of all statutorily mandated “pay to play” political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.;
3. New Jersey Business Registration Certificate; and
4. Upon the aforementioned professional being a member in good standing in his respective profession.

**BE IT FURTHER RESOLVED**, that the Mayor and Township Clerk are hereby authorized and directed to execute, seal and deliver the attached Contracts for Professional Services on behalf of and in the name of the Township of Vernon and that the Township Clerk shall publish the award of contract as required by law within ten (10) days of passage of this Resolution.

### **RESOLUTION #16-29**

#### **AUTHORIZING THE RENEWAL CONTRACT FOR 2016 RECORDING SECRETARY FOR THE LAND USE BOARD IN THE AMOUNT NOT TO EXCEED \$2,000.00**

**WHEREAS**, there exists a need for a Recording Secretary for the Township’s Land Use Board for the year 2016; and

**WHEREAS**, Carole Baksa is the Township’s current independent contractor for this service and desires to continue in this capacity; and

**WHEREAS**, Vernon Township desires to renew the existing contract with Carole Baksa for the term of the contract, renewal will be from January 1, 2016 to December 31, 2016, with a total contract price not to exceed \$2,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose subject to the adoption of the 2016 Municipal Budget.

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey as follows:

1. The Township of Vernon is authorized to renew the existing contract with Carole Baksa for 2016 Recording Secretary for the Township’s Land Use Board.
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Contract with Carole Baksa.

3. A copy of this Resolution shall be published in the New Jersey Herald by the Municipal Clerk as required by law and a true copy of same and the Contract shall be available for inspection in the office of the Municipal Clerk.

**Exhibit A**  
**Land Use Board**

1. Setup Recording System on meeting room computer.
2. Attend Land Use Board Meetings.
3. Prepare Meeting Minutes.

**RESOLUTION #16-30**

**AUTHORIZING THE CONTRACT FOR 2016 RECORDING SECRETARY FOR THE ENVIRONMENTAL COMMISSION IN THE AMOUNT NOT TO EXCEED \$1,000.00**

**WHEREAS**, there exists a need for a Recording Secretary for the Environmental Commission for the year 2016; and

**WHEREAS**, Vernon Township desires to enter into a contract with Jessi Paladini for the term January 1, 2016 – December 31, 2016 with a contract price not to exceed \$1,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose subject to the adoption of the 2016 Municipal Budget.

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey as follows:

1. The Township of Vernon is authorized to enter into a contract with Jessi Paladini for 2016 Recording Secretary for the Environmental Commission.
2. The Mayor and Township Clerk are hereby authorized and directed to execute the attached contract with Jessi Paladini.

A copy of this Resolution shall be published in the New Jersey Herald by the Township Clerk as required by law and a true copy of same and the Contract shall be available for inspection in the office of the Township Clerk.

**Exhibit A**  
**Environmental Commission**

1. Setup Recording System on meeting room computer.
2. Attend Environmental Commission Meetings.
3. Prepare, maintain and distribute Meeting Minutes.



**RESOLUTION #16-31**

**AUTHORIZING THE AWARD OF CONTRACT FOR PROFESSIONAL SERVICES FOR UPDATING THE TAX AND ZONING MAPS**

**WHEREAS**, there is a need for Professional Services to the Township of Vernon for updating the tax and zoning maps for the term January 1, 2016 through December 31, 2016; and

**WHEREAS**, N.J.S.A. 40A:11-5 specifically exempts professional services from provisions of public bidding as provided in the Local Public Contracts Law; and

**WHEREAS**, said specified professional services are to be rendered or performed by a person or persons authorized by law to practice a recognized profession, and whose practice is regulated by law within the meaning of N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the performance of said professional services requires knowledge of an advanced field of learning acquired by a prolonged formal course of specialized training and study as distinguished from general academic instruction or apprenticeship and training; and

**WHEREAS**, the Township of Vernon is desirous to enter into an agreement with this professional as a fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as amended; and

**WHEREAS**, the Chief Finance Officer has certified in writing that the value of this contract is available for these purposes subject to the adoption of the 2016 Municipal Budget; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq., as amended, requires that this Resolution be publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that they hereby authorize and approve the award of contract to VS Land Data, Inc. for the term January 1, 2015 through December 31, 2015 pursuant to a non-fair and open contract pursuant to the provisions of the Local Public Contracts Law, N.J.S.A.-1 et seq. to update the Vernon Township tax and zoning maps.

**BE IT FURTHER RESOLVED**, that the award of contract shall be contingent upon the completion and receipt of the following:

- (a) A fully-executed professional services contract detailing the scope of services, established fees for said professional services, mandatory Equal Opportunity Language and Affirmative Action Certificate; and
- (b) Receipt of all statutorily mandated “pay to play” political contribution forms pursuant to N.J.S.A. 19:44A-20.4 et seq.; and
- (c) New Jersey Business Registration Certificate; and
- (d) Upon the aforementioned professional being a member in good standing in his respective profession.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute, seal and deliver the attached Contract for Professional Services on behalf of and in the name of the Township of Vernon and that the Municipal Clerk shall publish the award of contract as required by law with ten (10) days of passage of this Resolution.

**RESOLUTION #16-32**

**AUTHORIZING THE RENEWAL OF CONTRACT FOR MAINTAINING TOWNSHIP WEBSITE**

**WHEREAS**, there is a need for maintenance of the Township's website; and

**WHEREAS**, Paviaweb developed and currently maintains the website; and

**WHEREAS**, the Business Administrator recommends the award of contract to Paviaweb.com, 14 Allen Street, Netcong, NJ from January 1, 2016, to December 31, 2016; and

**WHEREAS**, the contract stipulates a monthly maintenance fee of \$340.00 which the Chief Finance Officer has determined and certified funds subject to the adoption of the 2016 budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon that they hereby authorize and approve the award of contract to Paviaweb.com, 14 Allen Street, Netcong, NJ, to provide Website Maintenance for the Vernon Township Municipal website for a term of 12 months.

**RESOLUTION #16-33**

**AUTHORIZING CONTRACT WITH MICROSYSTEMS-NJ, LLC, FOR THE  
YEAR 2016 IN THE AMOUNT NOT TO EXCEED \$3,000.00**

**WHEREAS**, there exists a need for Computer services for the Township of Vernon for the Tax Assessment Computer Assisted Mass Appraisal System (CAMA); and

**WHEREAS**, the Municipal Assessor has determined that Microsystems-NJ, LLC, the Township's current contractor providing Computer services for Tax Assessment/CAMA is qualified and authorized by the State of New Jersey to continue providing the Township with such services; and

**WHEREAS**, Vernon desires to appoint Microsystems-NJ, LLC, pursuant to a contract under the provisions of N.J.S.A. 40A:11-5(1) (dd), which states computer software services are an exception to public bidding; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose in the 2016 municipal budget and the value of the contract will not exceed \$3,000.00.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey as follows:

1. The Township of Vernon is authorized to engage Microsystems-NJ, LLC, for the purpose of Computer Services for Tax Assessment; and
2. The Mayor and Township Clerk are hereby authorized and directed to execute a Professional Services Contract with Microsystems-NJ, LLC

This Professional Services Contract is authorized to engage Microsystems-NJ, LLC, without competitive bidding for the provision of performance of goods or services for the support or maintenance of proprietary computer hardware and software.

**RESOLUTION #16-34**

**AUTHORIZING RENEWAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF VERNON AND ACTION DATA SERVICES TO PROVIDE PAYROLL AND ACCOUNTING SERVICES FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016**

**WHEREAS**, the Township of Vernon ("Township") has a need to acquire professional payroll and accounting services to process employee payroll; and

**WHEREAS**, Action Data Services had submitted a proposal and contract, which was awarded by Resolution 13-214, dated December 9, 2013, for the provision of said professional services for the year 2014 with an option to renew said contract for 2015; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.5 the New Jersey Local Pay-to-Play Law and pursuant to N.J.S.A. 40A:11-5(1)(a)(1) of the New Jersey Local Public Contracts Law, the Township may renew said Professional Services Agreement without public bidding provided all reporting requirements have been met; and

**WHEREAS**, the Township Chief Financial Officer has certified that there is no charge to the Township Budget as the current Township bank, Lakeland Bank, pays in full for this service, providing the overall cost does not exceed \$9,000.00 per annum.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Vernon, County of Sussex, State of New Jersey as follows:

1. The Mayor of the Township of Vernon is hereby authorized to renew into the Professional Services Agreement with Action Data Services pursuant to the contract dated December 18, 2013.
2. Notice of the award of the within Contract shall be published in accordance with law.
3. The within Resolution and subject Contract shall be on file and available for public inspection in the office of the Municipal Clerk.
4. This Resolution shall take effect immediately upon passage and publication in accordance with law, if required.

**RESOLUTION #16-35**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR RECREATION ADMINISTRATIVE SERVICES TO THE VERNON TOWNSHIP POLICE ATHLETIC LEAGUE (PAL)**

**WHEREAS**, the Township of Vernon runs various recreation programs;

**WHEREAS**, the Vernon Township Police Athletic League (PAL) is an established administrator and provider of recreational programs;

**WHEREAS**, there is a recommendation to transfer the administration of certain recreational programs to the PAL;

**WHEREAS**, providing these services through the PAL will result in less administrative responsibility for Township employees;

**WHEREAS**, paying the Vernon Township PAL the sum of \$25,000.00 will reduce the budgeted contribution to the Vernon Township PAL;

**NOW THEREFORE IT BE RESOLVED** that the Mayor or Business Administrator and Clerk are authorized to execute a contract with the Vernon Township PAL to provide recreation administration services for the sum of \$25,000.00.

### **RESOLUTION #16-36**

#### **AUTHORIZING THE CONTRACT FOR 2016 RECORDING SECRETARY FOR THE HISTORIC PRESERVATION COMMISSION**

**WHEREAS**, there exists a need for a Recording Secretary for the Historic Preservation Commission for the year 2016; and

**WHEREAS**, Gail Russell is the Township's current independent contractor for these services for the Environmental Commission and desires to be appointed in this capacity for the Historic Preservation Commission; and

**WHEREAS**, Vernon Township desires to execute a contract with Gail Russell for the term of the contract from January 1, 2016 to December 31, 2016, with a total contract price not to exceed \$500.00; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose subject to the adoption of the 2016 Municipal Budget.

**NOW THEREFORE BE IT RESOLVED** by the Township Council of the Township of Vernon, County of Sussex and State of New Jersey as follows:

1. The Township of Vernon is authorized to execute a contract with Gail Russell for 2016 Recording Secretary for the Historic Preservation Commission.
2. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Contract with Gail Russell.

A summary of this Resolution shall be published in the New Jersey Herald by the Municipal Clerk as required by law and a true copy of same and the Contract shall be available for inspection in the office of the Municipal Clerk.

#### **Exhibit A Historic Preservation Commission**

1. Prepare and Maintain Agendas
2. Setup Recording System on meeting room computer
3. Attend Historic Preservation Commission Meetings.
4. Prepare and Maintain Meeting Minutes.

**RESOLUTION #16-37**

**APPOINTMENTS TO ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, and STATE OF NEW JERSEY,** as follows:

1. That the following individuals are hereby appointed or reappointed as members of the Vernon Township Economic Development Advisory Committee effective January 1, 2016 for a one (1) year term as follows:

Michael Furrey  
Joe Ast  
Paul Kearney  
Pat Seger  
Sally Rinker  
Toni Cilli  
Craig Williams  
Mike Cheski  
Land Use Member: Harry Shortway

**BE IT FURTHER RESOLVED THAT,** the Township Clerk shall send a copy of this resolution to the following:

- a. Chairperson of the Economic Development Advisory Committee

**RESOLUTION #16-38**

**APPOINTMENTS TO THE LAND USE BOARD**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, and STATE OF NEW JERSEY,** as follows:

1. That the following individuals are hereby appointed or reappointed as members of the Vernon Township Land Use Board effective 1/1/2016 for a term specified as follows:

Mayor Harry Shortway	Class 1	1 year term expiring 12/31/2016
Council Member Patrick Rizzuto	Class III	1-year term expiring 12/31/2016

**BE IT FURTHER RESOLVED THAT,** the Township Clerk shall send a certified copy of this resolution to the following:

- a. Land Use Board Secretary

**RESOLUTION #16-39**

**APPOINTMENTS TO THE BOARD OF RECREATION**

**BE IT RESOLVED BY THE COUNCIL OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, and STATE OF NEW JERSEY**, as follows:

1. That the following individuals are hereby appointed or reappointed as members of the Vernon Township Board of Recreation effective 1/1/2016 for a term specified as follows:

William H. Shapiro, Jr.            **Seat I**  
Expiring 12/31/2018-3 Year Term

**BE IT FURTHER RESOLVED THAT**, the Township Clerk shall send a certified copy of this resolution to the following:

- a. Vernon Township Department of Recreation & Community Development