



## **VERNON TOWNSHIP COUNCIL MEETING AGENDA**

**JUNE 12, 2025**

**6:00 PM EXECUTIVE SESSION**

**7:00 PM REGULAR SESSION (OPEN TO THE PUBLIC)**

**1. CALL TO ORDER**

- 2. STATEMENT:** Adequate notice of this meeting has been provided to the public and the Press on January 19, 2025 and was posted on the bulletin board in the Municipal Building in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-7.

**3. ROLL CALL**

- 4. EXECUTIVE SESSION – Resolution #25-157** – Resolution to Enter into Executive Session (Personnel and Attorney-Client Privilege)

**AT 7:00 PM**

**1. CALL TO ORDER**

- 2. STATEMENT:** Adequate Notice of this Regular Meeting was provided to the public and the press on January 19, 2025, and was posted at the Municipal Building in accordance with the Open Public Meetings Act, N.J.S.A.10:4-7.

**3. SALUTE THE FLAG**

**4. ROLL CALL**

**5. MAYOR COMMENTS**

**6. PUBLIC COMMENT (For Current Agenda Items Only, Limited to 3 Minutes Per Person)**

**7. REVIEW OF BILLS LIST**

**8. CONSENT AGENDA**

**Resolution #25-158:** Refund for Totally Disabled Veteran (Block 153 Lot 6 (Corelogic)

**Resolution #25-159:** Refund for Totally Disabled Veteran (Block 202 Lot 39 (Schwind)

**Resolution #25-160:** Refund for Totally Disabled Veteran (Block 202 Lot 39 (Schwind)

**Resolution #25-161:** Refund for Totally Disabled Veteran Block 587 Lot 13 (Henry Matak)

**Resolution #25-162:** Refund for Totally Disabled Veteran Block 587 Lot 13 ( Henry Matak)

**Resolution #25-163:** Refund Overpayment (Block 267 Lot 2 – NJSL 9 LLC)

**Resolution #25-164:** Authorize the Award of a Required Disclosure Contract with “US Outworkers LLC” for Repair and Rebuild of Basin Pipe at #15 Nimbus Drive

**Resolution #25-165:** Chapter 159 Resolution Requesting Approval of Revenue and Appropriation Amending the 2025 Budget as a Revenue and Appropriation of \$68,866.76

**Resolution #25-166:** Renewal of Liquor Licenses in the Township of Vernon for the 2025-2026 Licensing Term

## **9. RESOLUTION**

**Resolution #25-156:** Sidebar Agreement Between the Township of Vernon and U.A.W. Local 2326

## **10. 2024 ANNUAL AUDIT**

**Resolution #25-167:** 2024 Annual Audit

**Resolution #25-168:** Corrective Action Plan 2024 Audit

## **11. ORDINANCE TO INTRODUCE**

**Ordinance #25-09:** Bond Ordinance Appropriating \$3,492,500, and Authorizing the Issuance of \$2,550,000 Bonds or Notes of the Township, for Various Improvements or Purposes Authorized to be Undertaken by the Township of Vernon, in the County of Sussex, New Jersey

## **12. PUBLIC HEARING/ADOPTION OF ORDINANCE**

**Ordinance #25-08:** Ordinance of the Township of Vernon, County of Sussex, State of New Jersey, Amending Chapter 94 of the Code of the Township of Vernon Regarding the Police Division

## **13. PUBLIC COMMENT (Limited to 5 Minutes On Any Topic)**

## **14. COUNCIL COMMENTS**

**15. COUNCIL PRESIDENT COMMENTS**

**16. ADJOURNMENT**

**VERNON TOWNSHIP**

**RESOLUTION #25-157**

**RESOLUTION TO ENTER INTO AN EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist; and

**WHEREAS**, the Governing Body wishes to discuss:

- ☐ Matters made confidential by state, federal law or rule by court
- ☐ Matters in which the release of information would impair the right to receive funds from the Government
- ☐ Matters involving individual privacy
- ☐ Collective bargaining
- ☐ Purchase, lease or acquisition of real property with public funds, setting of bank rates, investment of public funds if disclosure would harm the public interest
- ☐ Public safety
- ☒ Attorney-Client privilege
- ☐ Pending, ongoing or anticipated litigation or negotiation contracts (Legends)
- ☒ Personnel matters
- ☐ Civil penalty or loss of license

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

**NOW THEREFORE BE IT RESOLVED** that the public be excluded from this meeting.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Meeting held on June 12, 2025 at 6:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						



Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
PAYROLL	T-22	4,640.42	0.00	0.00	4,640.42
Total of All Funds:		4,640.42	0.00	0.00	4,640.42

June 5, 2025  
03:25 PM

Township of Vernon  
Check Register By Check Date

Page No: 1

Range of Checking Accts: First to Last Range of Check Dates: 05/23/25 to 06/04/25  
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check # PO #	Check Date	Vendor Description	Amount Paid	Reconciled/Void	Ref Num Contract
22-001		PAYROLL AGENCY			
4939	06/02/25	AFSCM005 A.F.S.C.M.E., NEW JERSEY COUNC			597
25-00846	MAY 2025		1,207.68		
4940	06/02/25	LOCAL005 P.B.A. LOCAL 285			597
25-00845	May 2025		1,700.00		
4941	06/02/25	LOCAL010 U.A.W. LOCAL 2326			597
25-00844	May 2025		614.40		
4942	06/02/25	POLIC005 POLICE AND FIREMAN'S INS. ASSO			597
25-00843	MAY 2025		98.34		
4943	06/02/25	TRANS015 TRANS WORLD ASSURANCE COMPANY			597
25-00847	MAY 2025		1,020.00		

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	4,640.42	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	4,640.42	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	5	0	4,640.42	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	5	0	4,640.42	0.00

**TOWNSHIP OF VERNON**

**RESOLUTION #25-158**

**REFUND FOR TOTALLY DISABLED VETERAN  
(Block 153 Lot 6 (Corelogic))**

**WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS** awarded Taylor Wagner a 100% permanent and totally disabled veteran: and,

**WHEREAS,** the law exempts said property from taxation.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of \$2,560.00 to Corelogic.

**FINALLY, BE IT RESOLVED,** that a certified copy of this Resolution be forwarded to the Township Tax Collector.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MO- TION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

**TOWNSHIP OF VERNON**

**RESOLUTION #25-159**

**REFUND FOR TOTALLY DISABLED VETERAN  
(Block 202 Lot 39 (Schwind))**

**WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS**  
Awarded Reno Schwind a 100% permanent and totally disabled veteran: and,

**WHEREAS,** the law exempts said property from taxation.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2024 property tax in the amount of \$1,542.87 to Reno Schwind.

**FINALLY, BE IT RESOLVED,** that a certified copy of this Resolution be forwarded to the Township Tax Collector.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC



**TOWNSHIP OF VERNON**

**RESOLUTION #25-160**

**REFUND FOR TOTALLY DISABLED VETERAN  
(Block 202 Lot 39 (Schwind))**

**WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS**  
Awarded Reno Schwind a 100% permanent and totally disabled veteran: and,

**WHEREAS,** the law exempts said property from taxation.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of \$1,571.14 to Reno Schwind.

**FINALLY, BE IT RESOLVED,** that a certified copy of this Resolution be forwarded to the Township Tax Collector.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

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Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

**TOWNSHIP OF VERNON**

**RESOLUTION #25-161**

**REFUND FOR TOTALLY DISABLED VETERAN  
Block 587 Lot 13 (Henry Matak)**

**WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS**  
Awarded Henry Matak a 100% permanent and totally disabled veteran: and,

**WHEREAS,** the law exempts said property from taxation.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2024 property tax in the amount of \$1,256.59 to Henry Matak.

**FINALLY, BE IT RESOLVED,** that a certified copy of this Resolution be forwarded to the Township Tax Collector.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

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Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

**TOWNSHIP OF VERNON**

**RESOLUTION #25-162**

**REFUND FOR TOTALLY DISABLED VETERAN  
Block 587 Lot 13 (Henry Matak)**

**WHEREAS, THE DEPARTMENT OF VETERANS AFFAIRS**  
Awarded Henry Matak a 100% permanent and totally disabled veteran: and,

**WHEREAS,** the law exempts said property from taxation.

**NOW, THEREFORE, BE IT RESOLVED,** by the Council of the Township of Vernon hereby authorizes the Tax Collector to refund 2025 property tax in the amount of \$3,227.72 to Henry Matak.

**FINALLY, BE IT RESOLVED,** that a certified copy of this Resolution be forwarded to the Township Tax Collector.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

---

Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MO- TION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

# **TOWNSHIP OF VERNON**

## **RESOLUTION #25-163**

### **REFUND OVERPAYMENT (Block 267 Lot 2 – NJSL 9 LLC)**

**BE IT RESOLVED**, by the Council of the Township of Vernon, Vernon, New Jersey, that a warrant be drawn to NJSL 9 LLC in the amount of \$1438.07 representing refund for overpayment of 4th qtr. 2024 property taxes for Block 267 Lot 2.

<b>OWNER</b>	<b>BLOCK</b>	<b>LOT</b>	<b>REFUND AMOUNT</b>
<b>NJSL 9 LLC</b>	<b>267</b>	<b>2</b>	<b>\$1438.07</b>
		<b>TOTAL:</b>	<b>\$1438.07</b>

## **CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

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Marcy Gianattasio, RMC, CMR  
Municipal Clerk

## **VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

Submitted by: Lisa A. Kimkowski, CTC

## **TOWNSHIP OF VERNON**

### **RESOLUTION #25-164**

#### **Authorize the Award of a Required Disclosure Contract with “US Outworkers LLC” for Repair and Rebuild of Basin Pipe at #15 Nimbus Drive**

**WHEREAS**, the Township of Vernon has a need for Repair and Rebuild of Basin Pipe at #15 Nimbus Drive through US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462 as a required disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.5: and,

**WHEREAS** multiple quotes were obtained in accordance with N.J.S.A. 40A:11-6.1; and

**WHEREAS**, US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462, in the aggregate is expected to provide more than the pay to play threshold of \$17,500.00 with a quote of \$23,795.00: and

**WHEREAS**, US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462, has completed and certifies that US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462 has not made any reportable contributions to a political or candidate committee in the *Township of* Vernon in the previous one year, and that the contract will prohibit US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462 from making any reportable contributions through the term of the contract, and

**WHEREAS** the Chief Financial Officer hereby certifies that funds NOT TO EXCEED \$23,795.00 are available as follows;

Line Item: C-04-21-012 Bond Ordinance 21-12 Various Improvements

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Township of Vernon authorizes the Business Administrator to enter into a contract with US Outworkers LLC 10 Warren Drive, Vernon, N.J. 07462 not to exceed \$23,795.00 for Repair and Rebuild of Basin Pipe at #15 Nimbus Drive; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and Personal Contribution Disclosure form, Determination of Value be placed on file with this resolution.

### **CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

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Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						



" You'll Be Amazed by the Difference"

P.O. Box 453  
Glenwood, NJ 07418  
T 973.362.1458  
F 973.362.1468  
www.usoutworkers.com

## ESTIMATE

### Customer Information

Vernon Township Department of Public Work  
21 Church Street  
Vernon NJ 07462

### Date

4/30/2025

### Bid #

8343

### Project

Nimbus Drive, Vernon, NJ

### Services Being Provided

### Qty

### Total

PROJECT LOCATION - Nimbus Drive, Vernon NJ

#### CATCH BASIN REPLACEMENT SERVICES

1. Saw cut road and remove asphalt around basins (approx. 25' wide x 15' long)
2. Haul away asphalt
3. Excavate around both catch basins and remove basins
4. Dispose of old basin material
5. Install new 4' x 4' precast basin on left side of road
6. Remove existing concrete pipe from between two basins and dispose of
7. Form and pour lower section of deeper basin (4' x 4' x 4' high)
8. Install 2 concrete basin risers to bring to grade ( basin approx. 9' in total depth)
9. Install new 15" N-12 corrugated double wall poly pipe between new basins
10. Backfill around basins with crushed stone and compact
11. Install 2 new steel frame and grates
12. Install QP to prepare for asphalt

17,295.00

#### ASPHALT REPAIR SERVICES

Existing asphalt surface will be saw-cut and removed to prepare the area for repair. Once the section has been cleared, 2" of NJDOT-approved I-2 base mix asphalt and 2" of NJDOT-approved I-5 top course will be installed over the exposed subgrade and compacted. The new asphalt will be carefully raked and evenly distributed to ensure a uniform surface. Following placement, it will be thoroughly compacted using appropriate equipment to achieve a seamless tie-in with the surrounding existing asphalt, ensuring both structural integrity and a smooth, consistent finish.

6,500.00

PLEASE NOTE: Road will be closed for four days. Steel Plate can be provided at and additional cost.

\*Price based on the asphalt index as per the date of this proposal

All work is to be completed in a timely and workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders. Payment in full is required upon completion of job. Past due balances will be charged a 2% monthly late fee. If the foregoing meets with your acceptance, kindly sign, date, and return a copy of this estimate to the address listed above. A 50% deposit is required to commence work. This action will constitute the full and complete agreement between us. This proposal expires in 30 days but may be accepted at any later date.

### Subtotal

### Sales Tax (6.625%)

### Total

We look forward to doing business with you,

Accepted for: \_\_\_\_\_

Accepted by (signature): \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Robert Quaranta



" You'll Be Amazed by the Difference"

P.O. Box 453  
Glenwood, NJ 07418  
T 973.362.1458  
F 973.362.1468  
www.usoutworkers.com

## ESTIMATE

### Customer Information

Vernon Township Department of Public Work  
21 Church Street  
Vernon NJ 07462

### Date

4/30/2025

### Bid #

8343

### Project

Nimbus Drive, Vernon, NJ

### Services Being Provided

### Qty

### Total

Price includes up to 1 trip. Please Note: Work area must be clear of all vehicles and obstacles to avoid job delay charges. If so scope of work will be completed. Each additional mobilization required after will incur a charge.

US Outworkers is not responsible for testing, inspections, private mark outs or permits.

All work is to be completed in a timely and workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders. Payment in full is required upon completion of job. Past due balances will be charged a 2% monthly late fee. If the foregoing meets with your acceptance, kindly sign, date, and return a copy of this estimate to the address listed above. A 50% deposit is required to commence work. This action will constitute the full and complete agreement between us. This proposal expires in 30 days but may be accepted at any later date.

### Subtotal

\$23,795.00

### Sales Tax (6.625%)

\$0.00

### Total

\$23,795.00

We look forward to doing business with you,

Accepted for: \_\_\_\_\_

Accepted by (signature): \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

Robert Quaranta



# TOWNSHIP OF VERNON

## RESOLUTION #25-165

### CHAPTER 159 RESOLUTION REQUESTING APPROVAL OF REVENUE AND APPROPRIATION AMENDING THE 2025 BUDGET AS A REVENUE AND APPROPRIATION OF \$68,866.76

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount; and

**WHEREAS**, the Township has been awarded a \$68,866.76 Clean Communities Grant and wishes to amend its 2025 budget for the difference of the awarded amount as a revenue.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Vernon hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2025 in the sum of \$68,866.76 which is now available as a revenue,

**BE IT FURTHER RESOLVED** that a like sum of \$68,866.76 is hereby appropriated under the caption Clean Communities Grant.

## CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

## VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

**TOWNSHIP OF VERNON**

**RESOLUTION #25-166**

**RENEWAL OF LIQUOR LICENSES IN THE TOWNSHIP OF VERNON  
FOR THE 2025-2026 LICENSING TERM**

**WHEREAS**, all licenses to dispense alcoholic beverages must be renewed and reissued annually no later than June 30, 2025; and

**WHEREAS**, pursuant to N.J.S.A. 33:1-1 et. seq., the Vernon Township Police Department has made the necessary inspections and reported same to the Township Clerk; and

**WHEREAS**, all of the licensees have complied with all of the regulations as set forth by the Alcoholic Beverage Control Commission of the State of New Jersey;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Vernon that the following licenses shall be reissued for the 2025-2026 licensing period effective as of July 1, 2025.

**PLENARY RETAIL DISTRIBUTION**

Highland General Store Inc.	1922-44-002-002
Mac & Lindy's L.L.C.	1922-44-012-002

**LIMITED RETAIL DISTRIBUTION**

LWS2 Inc. (Lake Wanda Store)	1922-43-005-003
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**PLENARY RETAIL CONSUMPTION**

Mountain Creek Resort Inc	1922-33-007-017
FLME Inc.	1922-33-008-004
Smokeys Glenwood Grill LLC	1922-33-013-005

**HOTEL EXCEPTION**

Stone Hill Recreation SPE LLC	1922-36-011-003
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**CLUB LICENSE**

Wallkill Valley Memorial Post 8441	1922-31-010-002
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**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Regular Meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

---

Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

## **Marcy Gianattasio**

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**From:** Daniel S Young <dsyoung@vernonpolice.com>  
**Sent:** Thursday, May 29, 2025 2:59 PM  
**To:** Marcy Gianattasio  
**Cc:** Command Staff  
**Subject:** ABC Inspections and Renewals 2025

Good afternoon, Marcy,

Our officers conducted the following ABC inspections for 2025 license renewals.

**Wallkill Valley Memorial Post 8441 (DBA VFW)** (club License) - Inspection conducted with no reason to deny renewal  
**Smokey's Glenwood Grill LLC (DBA The Glenwood Grill)** (33 License) - Inspection conducted with no reason to deny renewal  
**Appalachian Liquors Corp. (DBA Mountain Creek)** (33 License)- Inspection conducted with no reason to deny renewal  
**FLME Inc. (DBA George Inn)** (33 License)- Inspection conducted with no reason to deny renewal  
**Stonehill Recreation SPE LLC (DBA Kites/Minerals Hotel)** (33 License)- Inspection conducted with no reason to deny renewal  
**Drew's Tavern Inc. (DBA The Lamp Post Inn)**- Inspection conducted with no reason to deny renewal  
**Mac & Lindy's** (36 License) – Inspection conducted with no reason to deny renewal  
**Highland General Store** (36 license) – Inspection conducted with no reason to deny renewal  
**Lake Wanda Store** (36 license) – Inspection conducted with no reason to deny renewal  
**Great Gorge Golf Club "Hef's Hut"** (33 license) – Inspection conducted with no reason to deny renewal

There are three licenses that are inactive (pocket) Licenses

**Vernon Inn**  
**Heaven Hill**  
**Legends Hotel**

These licenses cannot be inspected as they currently are being held in pocket with no premises to inspect.

Respectfully,

Daniel S. Young #49  
Operations Lieutenant  
Vernon Township Police Department  
21 Church Street,  
Vernon, NJ 07462  
973-764-6155  
[dsyoung@vernonpolice.com](mailto:dsyoung@vernonpolice.com)

### **\*\*CONFIDENTIALITY NOTICE\*\***

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message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

**TOWNSHIP OF VERNON**

**RESOLUTION #25-156**

**SIDEBAR AGREEMENT BETWEEN THE  
TOWNSHIP OF  
VERNON AND  
U.A.W. LOCAL NO. 2326**

The Township and the U.A.W. are parties to a collective bargaining agreement (CBA), effective from **January 1, 2025 through December 31, 2029**; and

WHEREAS, the parties' CBA, Article V (Job Steps and Levels; Salaries) provides a list of titles at various Levels, from Level I to V, at Section A; and

WHEREAS, the parties' CBA, Article V (Job Steps and Levels; Salaries) provides a salary guide for the different levels at Section B, which refers to the salary schedule in the agreement at Schedule A; and

WHEREAS, the Township has determined that it has a need for a new position with the title of **Site Manager, Nutrition Program**; and

WHEREAS, the U.A.W. and the Township have agreed to create the position **Site Manager, Nutrition Program**, which will be a **Level IV** position; and

WHEREAS, this Sidebar Agreement is made this day of **May 29, 2025**, by and between the TOWNSHIP OF VERNON (the "Township") and the U.A.W. LOCAL NO. 2326 (the "U.A.W.").

NOW, THEREFORE, the Township and the U.A.W. hereby agree as follows:

1. The CBA, Article V, Section A shall be amended to include a new title under **Level IV** for the title of **Site Manager, Nutrition Program**, with **CSC Title Code 03716**.
2. The parties agree that the position of **Site Manager, Nutrition Program** falls within the CBA's Recognition Provision, Article I, and the terms and conditions for an employee holding the position and title shall be based upon the CBA;
3. These amendments shall be effective as of **January 1, 2025**.

---

Township of Vernon

---

U.A.W. LOCAL NO. 2326

### **CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

### **VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

**TOWNSHIP OF VERNON**

**VOTE FAILED**

**RESOLUTION #25-113**

**SIDEBAR AGREEMENT BETWEEN THE  
TOWNSHIP OF  
VERNON AND  
U.A.W. LOCAL NO. 2326**

This Sidebar Agreement is made this day of **April 14, 2025**, by and between the TOWNSHIP OF VERNON (the "Township") and the U.A.W. LOCAL NO. 2326 (the "U.A.W.").

WHEREAS, the Township and the U.A.W. are parties to a collective bargaining agreement (CBA), effective from **January 1, 2025 through December 31, 2029**; and

WHEREAS, the parties' CBA, Article V (Job Steps and Levels; Salaries) provides a list of titles at various Levels, from Level I to V, at Section A; and

WHEREAS, the parties' CBA, Article V (Job Steps and Levels; Salaries) provides a salary guide for the different levels at Section B, which refers to the salary schedule in the agreement at Schedule A; and

WHEREAS, the Township has determined that it has a need for a new position with the title of **Site Manager, Nutrition Program**; and

WHEREAS, the U.A.W. and the Township have agreed to create the position **Site Manager, Nutrition Program**, which will be a **Level IV** position.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the Township and the U.A.W. hereby agree as follows:

1. The parties agree that the position of **Site Manager, Nutrition Program** falls within the CBA's Recognition Provision, Article I, and the terms and conditions for an employee holding the position and title shall be based upon the CBA;
2. The CBA, Article V, Section A shall be amended to include a new title under **Level IV** for the title of **Site Manager, Nutrition Program**, with CSC Title Code **03716**.
3. These amendments shall be effective as of **January 1, 2025**.

---

Township of Vernon

---

U.A.W. LOCAL NO. 2326

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on April 28, 2025 at 7:00 pm in the Vernon Municipal Center.

---

Marcy Gianattasio, RMC, CMR  
Municipal Clerk



**VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

**TOWNSHIP OF VERNON**

**RESOLUTION #25-40**

**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 2025; and

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

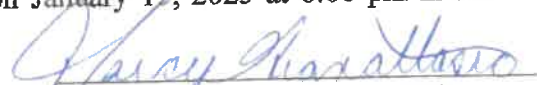
**WHEREAS**, the compensatory amount for the use of this facility is \$27,700.00 for the agreement year.

**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 Jacquelyne Suarez, the Acting Director of the NJ Division of Local Government Services.

**CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Reorganization Meeting held on January 15, 2025 at 6:00 pm in the Vernon Municipal Center.

  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

**VERNON TOWNSHIP COUNCIL**

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.	X		X			
DeBenedetto, J.			X			
Higgins, W.			X			
Rizzuto, P.			X			
Sparta, B.		X	X			

## **AGREEMENT**

This Agreement entered into this 18<sup>th</sup> day of December, 2024 by and between the County of Sussex, a political subdivision of the State of New Jersey, having its principal offices at the Sussex County Administrative Center, One Spring Street, Newton, New Jersey 07860, hereinafter referred to as "Sussex" and the Township of Vernon, a political subdivision of the State of New Jersey, having its principal offices at 21 Church Street, Vernon, New Jersey 07462, hereinafter referred to as "Vernon"; and

**WHEREAS**, the Township of Vernon operates a Senior Center which contains a fully operational and licensed kitchen capable of serving meals that meet all State of New Jersey requirements for the management and serving of meals for the congregate meal program for senior citizens; and

**WHEREAS**, the County of Sussex is in need of a manager and server for the Vernon Congregate Meal Site that is capable of serving meals that meet all State of New Jersey requirements for congregate meals for senior citizens and to work in concert with the Sussex County Division of Senior Services to ensure contract compliance; and

**WHEREAS**, it would be mutually beneficial, efficient, and expedient for the parties to enter into this Agreement; and

**WHEREAS**, the County of Sussex has agreed to participate in a Shared Services Agreement in the manner and to the extent as outlined in the attached Agreement, which allocation of responsibility and cost, to the County of Sussex, shall not exceed \$27,700.00, and is also agreeable to the Township of Vernon; and

**WHEREAS**, the Township of Vernon has agreed to participate in this Shared Service Agreement in the manner and to extent as outlined herein and the allocation of responsibility and compensation is also agreeable to the County of Sussex; and

**WHEREAS**, the parties have the authority to enter into this Agreement under the Shared Services Act, N.J.S.A. 40A:65-1 ET SEQ.

**NOW, THEREFORE** the parties do hereby mutually stipulate and agree as follows:

**TOWNSHIP OF VERNON**, will provide:

1. Space for the Vernon Nutrition Project site operation between the hours of 9:30 a.m. and 2:00 p.m., five (5) days per week, to accommodate approximately seventy-five (75) people at the Senior Citizen Center, Municipal Building, Church Street, Vernon Township. Use of the right half of the large meeting room, kitchen facilities, a ladies' and men's restroom facility, office space for the site manager, and a secured storage space for the following items:

- Dishes
  - Silverware
  - Paper Products
  - Kitchen Utensils
  - Cleaning Equipment
2. Adequate heating/cooling to maintain the kitchen, restroom, and meeting room at a minimum temperature of 68 degrees and a maximum of 78 degrees.
  3. Provide a paid site manager and site aide to manage and operate the Nutrition Site who will receive payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State, and local tax withholding, Workers' Compensation, Temporary Disability, Social Security, Unemployment, and other obligations imposed on the employer of such personnel.
  4. Assure that the site manager and/or site aide register and record each participant that attends the nutrition program for that day; take orders for meals to be provided for the next day and fax them to the county by 1:00 pm; and solicit and collect voluntary daily donations of \$2.00 which needs to be counted by two individuals and locked in a secure location for the County to collect weekly.
  5. Assure that the site manager and/or site aide prepare utensils and plates for daily meals or have volunteers complete this task; verify and maintain food at appropriate temperatures and record these temperatures daily; serve the meal to the individuals attending the program under a Serv Safe Certification, or a Food Handlers Certification.
  6. Assure that there is at least one individual that is certified in CPR at the site.
  7. Assurance that the congregate site will be in compliance with all Federal, State, County, and Municipal Health Codes and is maintained in a clean and safe condition.
  8. Responsible for clearing snow from the walkways adjacent to the front door of the premises on the days the nutrition program is in operation. Vernon shall also be responsible for applying sand and salt to the sidewalk area adjacent to the front door on the days that nutrition program is in operation. Vernon, on nonproprietary basis, shall provide for the removal of snow from parking lot and sidewalks leading to the premises including adequate sanding and salting of icy patches.
  9. Adequate parking to accommodate a reasonable amount of cars for the number of people being serviced at the site, as presently exists.
  10. Responsible for providing monthly bills in the amount of \$2,308.33 to cover the cost for the program on a monthly basis.

**COUNTY OF SUSSEX, will provide:**

1. The Director of Senior Services will act as the Project Director. The Project Director is responsible to handle all issues that may affect the provision of services. The Director is responsible to ensure that each site upholds quality food service standards including adherence to Title III OAA and Chapter XII (NJ Sanitary Code) requirements. If issues arise regarding these standards the Project Director would assist with bringing the program into compliance.
2. A full-time Project Coordinator to coordinate services between the nutrition site and the food service provider; complete grant reports, create report forms for the nutrition site and collect documentation and donations from the nutrition sites on a weekly basis.
3. Conduct and complete monthly food surveys and client satisfaction surveys for the Nutrition Site.
4. Provide monthly menus to the site two weeks prior to implementation. Manage the contract with the food service provider and coordinate the delivery of the food to the site.
5. Establish and post a grievance procedure at the nutrition site that is in accordance with guidelines established by the New Jersey Department of Human Services, Division of Aging Services.
6. Will provide individualized advice and guidance to older adults who are at nutritional risk, because of their health or nutritional history, dietary intake, medicines use, or chronic illnesses, about options and methods for improving their nutritional status. This will be provided at each site once per quarter, at the time that the Nutrition Education takes place.
7. Coordinate all of the training for the food handlers to ensure compliance with the grant guidelines.
8. Create and maintain all policies and procedures for the nutrition site.
9. Coordinate recreational activities for the nutrition site in collaboration with the Township Recreation Coordinator.
10. Will be at the nutrition site on a weekly basis.
11. Provide sites with applicable forms to complete registration, donation collection and temperature reports.
12. Assist in the recruitment of volunteers at each site.

### **ADDITIONAL TERMS:**

1. Township of Vernon's Insurance Requirements: The Township of Vernon will procure and maintain, at its own expense, the following minimum levels of insurance: The Township of Vernon will continuously maintain insurance or other security for adequate protection for all work from liability and will protect the County for damages, liability or loss arising in connection with the contract. The Township of Vernon will ensure coverage for damages, liability or loss arising in connection with the contract and services:

A. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE with limits of not less than \$1,000,000.00 will be maintained in full force during the life of this contract by the Township of Vernon covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12-235- 1.6.

B. GENERAL LIABILITY INSURANCE with limits of not less than \$1,000,000.00 for Bodily Injury and Property Damage Liability each occurrence and \$2,000,000.00 General Aggregate will be maintained in full force during the life of the contract by the Township of Vernon. The policy will include the Township of Vernon protective liability insurance (also known as contingent liability insurance) with the same limits. In the event more than one insured is named in the policy, a CROSS LIABILITY endorsement will be included which provides that the employees of each of the named insureds are not excluded under the policy as respect to claims that are made against other named insured.

C. AUTOMOBILE LIABILITY INSURANCE with limits of not less than \$1,000,000.00 Liability and Property Damage Liability Combined Single Limit, \$1,000,000.00 Uninsured Motorist and Underinsured Motorist, \$1,000,000.00 Owned, Hired and Non-owned Automobile, will be maintained in full force during the life of this contract by the Township of Vernon.

The insurance policies will be provided by insurance companies authorized to do business in the State of New Jersey.

All insurance required herein will be maintained in full force and effect during the term of the Township of Vernon Contract with the County and will constitute primary coverage over any other applicable insurance.

The Township of Vernon will furnish a Certificate or Certificates of Insurance in compliance with these requirements and a certified copy of each policy to the County, including the provisions establishing premiums. All insurance policies required hereunder will include an endorsement naming the County and its officers, agents, engineer, attorney, employees, and servants as additional insured's, which insurance will provide primary and non-contributory insurance coverage to the County, its agents, etc.

In addition, the additional insurance will include but not be limited to coverage for the additional insured for bodily or personal injury, property damage or other loss for which the respondent's insurance policy provides coverage for the respondent's work and for coverage which is included in the Township of Vernon "products-completed operations hazard" coverage. An endorsement will be provided that the policies will not be changed or canceled prior to thirty (30) days after written notice has been provided by the insurance carrier directly to the County.

During the term of its Contract with the County, the Township of Vernon will be obligated to renew each and every insurance policy which may expire. In cases where a required insurance policy is cancelled or terminated during its term, the Township of Vernon will immediately procure insurance to replace such policy(ies) and will immediately provide all insurance information required by the County as proof that the cancelled or terminated policy has been restored or replaced. In the event the Township of Vernon fails or refuses to renew its insurance policies, or the coverage is canceled, terminated, or modified so that the insurance does not meet the requirements of the Township of Vernon Contract with the County, such failure shall constitute default of the Township of Vernon's Contract with the County.

Insurance coverage having policy limits in the amounts required by the County will not be construed to relieve the Respondent from liability in excess of such coverage, nor will it preclude the County from taking such other actions as are available to it under the provisions of this Contract or otherwise in the law.


2. No variation or modification of the Agreement and no waiver of its provisions shall be valid unless in writing and signed by duly authorized officer of the County of Sussex and the Township of Vernon.
3. The project ceiling cost of \$27,700.00 is hereby established and shall only be increased through mutual agreement of the governing bodies with thirty (30) days written notice provided by Sussex to Vernon from the time period within which seventy-five (75%) percent of the project ceiling cost is reached. Otherwise, Sussex has the option to terminate upon thirty (30) days written notice.
4. The Congregate Nutrition Program collects donations through voluntary participant contributions. These donations are utilized to maintain and expand congregate nutrition services at the site as outlined by the New Jersey Standards for the Nutrition Program for Older Americans. The donations are applied to the additional costs incurred beyond the \$27,700.00 administrative costs outlined in this Agreement for the program supplies, recreational activities, additional food costs and equipment. The County will retain \$125.00 per month of the donations collected to cover a portion of the County's costs for implementing the program.

5. This Agreement shall run from January 1, 2025 until December 31, 2025.
6. Upon expiration of the term, the parties may extend the term or enter into a new Agreement upon such terms and conditions, including compensation, as they agree and are incorporated into a written Agreement.

**IN WITNESS WHEREOF** the undersigned, being duly authorized to do so in accordance with the Statutes, hereunto set their hands and cause their corporate seals to be affixed this 18<sup>th</sup> day of December, 2024.

**COUNTY OF SUSSEX**


**ATTEST:**

  
Christina Marks, Clerk  
Board of County Commissioners

  
Jill Space, Commissioner Director  
Board of County Commissioners

**TOWNSHIP OF VERNON**

**ATTEST:**

  
Marcy Gianattasio, Clerk  
Vernon Township

  
Anthony Rossi, Mayor  
Vernon Township

**Date:**

Shared Service Agreement for CY2025 with the Township of Vernon for the Management of the Congregate Nutrition Program in the amount of \$27,700.00

**Date:**





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You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

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## Job Specification

### **SITE MANAGER, NUTRITION PROGRAM**

#### **DEFINITION:**

Under direction, has charge of the economical and professional management of all functions, services, facilities, and personnel associated with the storage, preparation, and service of food at a nutrition project site, and the supporting social services activities as part of a nutrition program for senior citizens; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Supervises the operation of a nutrition project for individuals at a congregate meal site.

Establishes and is responsible for a system of collecting and recording meal payments.

Supervises and may assist in food preparation and related food service functions.

Conducts or assists in conducting interviews of program participants to record characteristics required for reporting purposes.

Prepares or supervises the preparation of an orderly, attractive, and sanitary congregate meal site for use in feeding and other program related activities.

Establishes and is responsible for a system of ordering meals for daily consumption at the congregate meal site or for delivery to those temporarily homebound.

Collects and stores data and is responsible for the preparation of recurring and special reports on the characteristics of the participants in a nutrition program.

Works with all project staff to promote increased participation of individuals in a nutrition program primarily through the coordination of outreach activities.

Establishes work schedules.

Gives suitable assignments and instruction to persons engaged in food service and program activities.

Checks the preparation of menus and special diets for conformity with project specifications.

Makes recommendations for the training of site personnel and assists in carrying out training programs.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**REQUIREMENTS:****EXPERIENCE:**

One (1) year of supervisory experience in a cafeteria, food service, or dining room facility.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of principles and practices involved in supervising a food service facility.

Knowledge of methods and procedures used to establish, maintain, and control food service.

Knowledge of systems of collecting and recording meal payments.

Knowledge of special programs and problems pertaining to food service.

Ability to give suitable assignments and instructions.

Ability to train and supervise the performance of subordinates.

Ability to check the preparation of menus and special meals for conformity to specifications.

Ability to see that desired objectives are achieved.

Ability to work with other staff members in promoting increased participation in the program.

Ability to establish and maintain good employee and client relationships.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

Job Title	Grade	Series	Position	Salary Range	Pay Grade	Step	Notes
03716	L	C	N/A	10			-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

1/27/1997

# **TOWNSHIP OF VERNON**

## **RESOLUTION #25-167**

### **2024 Annual Audit**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations," as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Vernon, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

## CERTIFICATION

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their Regular Meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

### VERNON TOWNSHIP COUNCIL

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

## TOWNSHIP OF VERNON

### CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT

#### GROUP AFFIDAVIT FORM

NO PHOTO COPIES OF SIGNATURES

STATE OF NEW JERSEY :  
: ss  
COUNTY OF SUSSEX :

We, members of the governing body of the Township of Vernon, County of Sussex, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Council of the Township of Vernon in the County of Sussex;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2023;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

Patrick Rizzuto, Council President	(L.S.)
Natalie Buccieri, Council Member	(L.S.)
Jessica DeBenedetto, Council Member	(L.S.)
William Higgins, Council Member	(L.S.)
Bradley Sparta, Council Member	(L.S.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_

Notary Public of New Jersey

\_\_\_\_\_  
Marcy Gianattasio  
Municipal Clerk

-----  
The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

# **TOWNSHIP OF VERNON**

## **RESOLUTION #25-168**

### **CORRECTIVE ACTION PLAN 2024 AUDIT**

**WHEREAS**, the 2024 Annual Audit Report was delivered in May 2025 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 2024 Annual Audit Report prepared by the Township Chief Financial Officer and attached hereto as "Appendix A" be approved.

### **CERTIFICATION**

I certify that this is a true copy of the Resolution adopted by the Council of the Township of Vernon at their regular meeting held on June 12, 2025 at 7:00 pm in the Vernon Municipal Center.

\_\_\_\_\_  
Marcy Gianattasio, RMC, CMR  
Municipal Clerk

### **VERNON TOWNSHIP COUNCIL**

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						

**APPENDIX "A"**  
**TOWNSHIP OF VERNON**

**Corrective Action Plan for the 2024 Audit Report**

**Finding #1:**

The various departments/offices of the Township are responsible for the issuance of permits and licenses; collection of taxes, utility charges, and permit and license fees; and recording of collections.

**Recommendation:**

Adequate segregation of duties be maintained with respect to the recording and treasury functions.

**Corrective Action:**

Management has cross-trained more employees to allow for more segregation of duties. Deposits are now centralized in the Tax Office and receipts are recorded by one individual in the Township. All treasury functions are approved by the Chief Financial Officer prior to recording. Other treasury functions are spread across the Finance and Tax Department to ensure compliance and increased internal controls. Management is looking at additional tools for online payment of revenues with existing and prospective programs. In order to meet the criteria for adequate segregation of duties, the Township would be required to hire additional personnel to establish a centralized collection procedure. The increased cost and related inconvenience for residents are not reasonable at this time, but will be monitored.

**Implementation Date:**

Ongoing

**Finding #2:**

The tax title lien receivable ledger did not agree to the Township's general ledger after a mid-year posting that offset the starting balances.

**Recommendation:**

The tax collector take extra care to ensure that tax title lien receivables are reconciled with the Treasurer's records on a monthly basis.

**Corrective Action:**

The tax title lien receivable ledger will be reviewed and reconciled by the tax collector on a monthly basis along with historic corrections to be made with the accounting software company. Review of old tax title liens will be conducted to find historical errors and bring the current list in balance.

**Implementation Date:**

Ongoing

**Finding #2:**

The surprise cash count for the Court Change Funds resulted in finding the change fund was short.

**Recommendation:**

The Township perform periodic cash counts of the Court's change funds.

**Corrective Action:**

Periodic surprise cash counts have been implemented by the Finance Office to take unannounced cash counts of the Municipal Court change funds.

**Implementation Date:**

Immediately



**TOWNSHIP OF VERNON**

**ORDINANCE #25-09**

**BOND ORDINANCE APPROPRIATING \$3,492,500, AND AUTHORIZING THE ISSUANCE OF \$2,550,000 BONDS OR NOTES OF THE TOWNSHIP, FOR VARIOUS IMPROVEMENTS OR PURPOSES AUTHORIZED TO BE UNDERTAKEN BY THE TOWNSHIP OF VERNON, IN THE COUNTY OF SUSSEX, NEW JERSEY.**

**BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF VERNON, IN THE COUNTY OF SUSSEX, NEW JERSEY** (not less than two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized as general improvements to be made or acquired by The Township of Vernon, in the County of Sussex, New Jersey. For the said several improvements or purposes stated in said Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriations made for said improvements or purposes, said sums being inclusive of all appropriations heretofore made therefor and amounting in the aggregate to \$3,492,500 including the aggregate sum of \$728,214, as the several down payments for said improvements or purposes required by law and more particularly described in said Section 3 and now available therefor by virtue of provision in a previously adopted budget or budgets of the Township for down payment or for capital improvement purposes and including also, in the case of the improvement or purpose described in (i) paragraph (b) of said Section 3, the sum of \$214,286 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement or purpose.

Section 2. For the financing of said improvements or purposes, including for the purpose of applicable United States Treasury regulations the reimbursement of expenditures

heretofore or hereafter made therefor and to meet the part of said \$3,492,500 appropriations not provided for by application hereunder of said down payment and grant, negotiable bonds of the Township are hereby authorized to be issued in the principal amount of \$2,550,000 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable notes of the Township in a principal amount not exceeding \$2,550,000 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. The improvements hereby authorized and the several purposes for the financing of which said obligations are to be issued, the appropriation made for and estimated cost of each such purpose, and the estimated maximum amount of bonds or notes to be issued for each such purpose, are respectively as follows:

<u>IMPROVEMENT OR PURPOSE</u>	<u>APPROPRIATION AND ESTIMATED COST</u>	<u>ESTIMATED MAXIMUM AMOUNT OF BONDS AND NOTES</u>
(a) Acquisition by purchase of new and additional equipment including, without limitation, plows, sanders, roll off equipment, recycling containers, one (1) lawn mower, one (1) stand on blower, one (1) trailer, one (1) roller, one (1) asphalt heater, one (1) salt conveyor and one (1) compacting dumpster for use by the Department of Public Works of the Township, Lucas devices and other equipment for use by the Township Ambulance Squad, and turn out gear, self contained breathing apparatus and various equipment for use by the Fire Department of the Township, together with all attachments, accessories and equipment necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved	\$680,500	\$576,667
(b) Improvement of various streets in and by the Township by the construction or reconstruction therein of a roadway pavements at least equal in useful life or durability to a roadway pavement of Class B construction (as such term is used or referred to in Section 40A:2-22 of said Local Bond Law), together with all structures, appurtenances, milling, curb and sidewalk reconstruction, drainage improvements, guide rails, retaining walls, equipment, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed		

in the office of the Township Clerk and hereby approved, the \$1,240,000 appropriation hereby made therefor being inclusive of the sum of \$214,286 received or expected to be received by the Township from the New Jersey Department of Transportation as a grant-in-aid of financing said improvement

1,240,000	656,391
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(c) Acquisition by purchase of new and additional vehicular equipment and attachments for use by the Department of Public Works of the Township and the Fire Department of the Township, together with all attachments and accessories necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved

187,000	178,095
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(d) Improvement of municipally-owned properties and facilities in and by the Township including, without limitation, the Maple Grange Park by the upgrades thereto, the Senior Center by the upgrade thereof, and Veteran's Memorial Park by the installation of new lighting, together with all equipment, structures, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved

295,000	250,037
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(e) Acquisition, by purchase, of new and additional fire fighting equipment for the preservation of life and property in the Township, consisting of one (1) fire engine for use by the Fire Department of the Township, including all equipment, appurtenances, accessories and attachments necessary therefor or incidental thereto, all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved

<u>1,090,000</u>	<u>888,810</u>
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Totals	<u>\$3,492,500</u>	<u>\$2,550,000</u>
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Except as otherwise stated in paragraph (b) above with respect to the said grant-in-aid and the said funds available in various fund of the Township for financing the improvement or purpose described in said paragraph (b), the excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the said down payment for said purpose.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a.) The said purposes described in Section 3 of this bond ordinance are not current expenses and each is a property or improvement which the Township may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b.) The average period of usefulness of said purposes within the limitations of said Local Bond Law and taking into consideration the respective amounts of the said obligations authorized for the several purposes, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is 14.75 years.

(c.) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Township Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Township as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$2,550,000, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d.) Amounts not exceeding \$175,000 in the aggregate for interest on said obligations, costs of issuing said obligations, engineering costs and other items of expense listed in and permitted under Section 40A:2-20 of said Local Bond Law may be included as part of the costs of said improvements and are included in the foregoing estimate thereof.

Section 5. The funds from time to time received by the Township on account of the \$214,286 grant referred to in Section 1 of this bond ordinance shall be used for financing the improvement or purpose described in Section 3(b) of this bond ordinance by application thereof

either to direct payment of the cost of said improvement or purpose, or to payment or reduction of the authorization of the obligations of the Township authorized by this bond ordinance. Any such funds so received may, and all such funds so received which are not required for direct payment of such cost shall, be held and applied by the Township as funds applicable only to the payment of obligations of the Township authorized by this bond ordinance.

Section 6. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the Chief Financial Officer, provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of Section 40A:2-8 of said Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the notes at no less than par from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the dates of delivery thereof. The Chief Financial Officer is directed to report in writing to the governing body of the Township at the meeting next succeeding the date when any sale or delivery of the notes pursuant to this bond ordinance is made. Such report must include the principal amount, interest rate and maturities of the notes sold, the price obtained and the name of the purchaser.

Section 7. The full faith and credit of the Township are hereby pledged to the punctual payment of the principal of and interest on the said obligations authorized by this bond ordinance. Said obligations shall be direct, unlimited obligations of the Township, and the

Township shall be obligated to levy ad valorem taxes upon all the taxable property within the Township for the payment of said obligations and interest thereon without limitation of rate or amount.

Section 8. The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services, are on file with the Township Clerk and are available for public inspection.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by said Local Bond Law.

**TOWNSHIP OF VERNON**

**ORDINANCE #25-08**

**ORDINANCE OF THE TOWNSHIP OF VERNON, COUNTY OF SUSSEX, STATE OF NEW JERSEY, AMENDING CHAPTER 94 OF THE CODE OF THE TOWNSHIP OF VERNON REGARDING THE POLICE DIVISION**

**WHEREAS**, a determination has been made that the municipal code concerning the Police Division needs to be amended to reflect current operations and to harmonize the municipal code.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the Council of the Township of Vernon, County of Sussex, and State of New Jersey, that Chapter 94 of the Municipal Code is hereby amended and supplemented as follows:

**Article I Establishment, Organization and Personnel**

**§ 94-1. Division of Police continued; positions.**

There is hereby continued in and for the Township of Vernon a Police Division, as part of the Department of Public Safety, which may consist of a Chief of Police, Deputy Chief of Police, and such numbers of Captains, Lieutenants, Sergeants and patrol officers as may, from time to time, be authorized by further ordinance of the Township Council. When positions are so authorized, the Mayor shall make appointments to the authorized positions. The Police Division, upon adoption of this chapter, shall consist of the following authorized positions: one Chief of Police, one Captain, two Lieutenants, up to ~~six~~ seven (7) Sergeants and up to 30 patrol officers.

**AND BE IT FURTHER ORDAINED** that this Ordinance shall be effective upon its passage and publication as provided by law.

**CERTIFICATION**

This is to certify that the above Ordinance was introduced and passed on first reading at the Meeting of the Township Council held on May 29, 2025, and the same came up for final passage and was adopted at the Meeting of the Township Council held on June 12, 2025 at which time all persons interested were given an opportunity to be heard. The above ordinance will be in full force and effect in the Township of Vernon according to law.

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Marcy Gianattasio, Clerk  
Township of Vernon

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Anthony Rossi, Mayor

**Township of Vernon**

**INTRODUCED: May 29, 2025**

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						<b>X</b>
DeBenedetto, J.		<b>X</b>	<b>X</b>			
Higgins, W.			<b>X</b>			
Sparta, B.	<b>X</b>		<b>X</b>			
Rizzuto, P.			<b>X</b>			

**ADOPTED:**

NAME	M	S	YES	NO	ABSTAIN	ABSENT
Buccieri, N.						
DeBenedetto, J.						
Higgins, W.						
Sparta, B.						
Rizzuto, P.						