



Gibbons P.C.	Land Use Attorney	1 year
Triad Associates	Economic Development Consultant	1 year
Michele Selfridge	Clinical Social Worker	1 year
Triad Associates	Grants/ CDBG Consultant	1 year
Genesis	Substance Abuse Advocate	1 year
Prof. Prop. Appraisers, Inc.	Tax Appeal Consultant	1 year
CME Associates	Environmental Engineer	1 year
CME Associates	Landscape Architect	1 year

The Clerk read Chief Earle's list of Special Law Enforcement Officers and Crossing Guards

**Special Law Enforcement Officers**

**Class I**

- Matthew Adomanis
- Brandon Bynum-Bowe
- Eugene Cadwallader
- Tyler Colan
- Hannah Akrigg
- Ryan Andrick
- Mansour Besiso
- Robert Brogan
- Michael Breyer
- Mark Dailey
- Edwin Fidler
- Joseph DiPalma Jr.
- Nicholas Giamello
- Jeremy Gottlieb
- Corin Lewis
- Keith Hartman
- Brian Hawn
- Thomas Horner
- Kyle Hubert
- Shane Ianelli
- Matthew Jefferson
- Stephanie Fitzgerald
- Alexander Kapsopoulos
- Ryan Kosak
- Thomas MacFerren
- Devin McDonald
- Joshua McCartney
- Michael Patterson
- Shyeed Pettiway
- Dalton Power
- James Ryan
- Mario Tassi
- Salvatore Costa
- Sean Thomas
- David Tocarchick
- Anthony Treger
- David Honey
- Kevin Ritz
- Heather Schwartz
- Kiersten Stone
- Andrew Storey
- Brian Sarne
- David Meloni

**Class II**

- Dominic Coppola
- James Mondelli
- James Dougherty
- Edward Bryant

**Crossing Guards**

- Joseph Andricola, Sr.
- Gertrude Bragg
- Suzanne Van Gronigan
- Joan Savage
- Regina Rillera
- Joseph Hoffman

**RESOLUTIONS:**

**R-18:01-001 RESOLUTION ESTABLISHING ORDER OF BUSINESS FOR THE TOWNSHIP OF GLOUCESTER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester in the County of Camden, that the business of the Township Council be transacted at regular and special meetings in accordance with the following procedure:

1. Call the meeting to order and Pledge to the Flag
2. Invocation
3. Open Public Meetings Statement
4. Roll call of the Township Council in the following order and all Department Heads:  
Mr. Hutchison

Mr. Mignone  
Mr. Owens  
Mrs. Stubbs  
Mrs. Winters  
Mrs. Trotto  
Mr. Mercado

5. Public Participation shall be for agenda items only. Anyone addressing Council may speak one time. Once all those wishing to address Council have had their turns, they may address Council a second time, only if it adds to what was said earlier, not repeating earlier statements.
6. Approve minutes of previous meeting.
7. Communications.
8. Reports.
9. Bids.
10. Old Business - Ordinances - Second Reading and Public Hearing
11. New Business - Ordinances - First Reading
12. Resolutions.
13. Motions.
14. Public Participation, which shall be any item the public, chooses to address to the Township Council. Anyone addressing Council may speak one time. Once all those wishing to address Council have had their turns, they may address Council a second time, only if it adds to what was said earlier, not repeating earlier statements.
15. Reports of Department Heads.
16. Polling of Council.
17. Closed Session (if required)
18. Adjournment.

**BE IT FURTHER RESOLVED** that the Township Council of the Township of Gloucester reserves the right to change the order of business when necessary to accommodate and for special circumstances.

Adopted: January 3, 2018

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President of Council

ATTEST:

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Township Clerk

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-002**

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF GLOUCESTER, CAMDEN COUNTY, NEW JERSEY ESTABLISHING RULES OF ORDER AND CONDUCT FOR ALL TOWNSHIP COUNCIL REGULAR, WORK SESSION AND SPECIAL MEETINGS OF THE TOWNSHIP COUNCIL**

**WHEREAS**, The Township Council of the Township of Gloucester desires to establish standard rules of order and regulations for public participation at Township Council meetings for the purpose of promoting efficiency and a fair opportunity for public comment on issues and concerns when meetings are open to the public, and to assure that the business of the Township can be conducted within a reasonable time, and

**WHEREAS**, in order to assure that appropriate decorum is maintained during meetings when a member of the public comments to Township Council, it is necessary to establish reasonable guidelines.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester as follows:

1. The Township Council shall continue the policy of two (2) public portions at regular meetings of the Township Council.
  - A. The first public portion will be limited to agenda items (Resolutions) (Total of 15 minutes)
  - B. The second public portion will be open for any item of public concern. (Total of 30 minutes)

- C. The Township Council hereby sets a reasonable time limitation for each speaker, when a portion of the meeting is open for public participation. The first public portion shall be limited to three (3) minutes per speaker with a limit of two speaking opportunities. The second public portion shall be limited to five (5) minutes per speaker, with a limit of two (2) speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow other members of the public to make an appropriate presentation to Township Council. The practice of yielding time to or borrowing time from others is not permitted.
- 2. The Township Council hereby sets a reasonable time limitation for each speaker when a portion of any work session or special meeting is open for public participation. The public portion shall be limited to three (3) minutes per speaker with a limit of two speaking opportunities. The two (2) per person speaking opportunity shall not be consecutive so as to allow members of the public to make an appropriate presentation to Township Council. The practice of yielding time to or borrowing time from others is not permitted. The public portion shall be open for a total of 15 minutes.
- 3. Foul, vulgar or coarse language shall not be tolerated.
- 4. At the sole discretion of Township Council, with the consent of the majority of members of Council present, on issues being presented, this time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues, or at the discretion of any member of Township Council with the consent of the majority of Township Council present, the speaking time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.
- 5. A total of thirty (30) minutes shall be permitted at any public portion of the meeting. However, at the discretion of Township Council, with the consent of the majority of members of Township Council present, this time limitation may be relaxed or extended from time to time and such extension, relaxation or suspension of time limitation shall not constitute a binding precedent for other speakers on other issues.
- 6. Large groups on single issues are urged to select a spokesperson to present their concerns.
- 7. Any desired question to specific members of the Township Council shall be directed to Council President for recognition of specific members of Township Council. The intent is to avoid a "back and forth" exchange. Members of Township Council may or may not respond to any public presentment after there has been a completion of the public speakers presentment. Council President or Members of Council may refer specific questions to professionals or Department Heads as appropriate.

Adopted: January 3, 2018

\_\_\_\_\_  
 President of Council

ATTEST:

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 Township Clerk, RMC

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-003**

**RESOLUTION OF CONSENT**

**WHEREAS**, the Mayor-Council Plan B form of government under the provisions of the optional Charter Law States, "The executive power of the Municipality shall be exercised by the Mayor", and

**WHEREAS**, the Mayor has, after consultation with members of Council, appointed the following persons to the positions named, and the terms as set forth beside their name:

**Directors**

Thomas Cardis	Administrator	4 years
David Carlamere	Dir. Dept. of Law	4 years
Kenneth Lechner	Dir. Dept. of Comm. Dev/Planning	4 years

**Administrative Appointments**

Daniel Long, Christopher Long of Wade Long & Wood	Chief Prosecutor/ Municipal Prosecutor	1 year
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Archer & Greiner	General Labor Counsel	1 year
Parker McCay	Bond Counsel	1 year
Capehart & Scatchard	Spl. Counsel – Workmen’s Comp	1 year
Archer & Greiner	Spl. Counsel – Special Litigation	1 year

**Additional Appointments**

Acacia Financial	Financial Advisory Services	1 year
Land Dimensions	Spl. Engineer – Sidewalks	1 year
Remington & Vernick	Spl. Engineer – Streets	1 year
Pettit Associates, Inc.	Spl. Engineer – Recreation	1 year
CES Engineers	Spl. Engineer – Storm Drainage	1 year
All Covered	Computer Networking Consultant	1 year
Blue Sky Power	Energy Consultant	1 year
T & M Associates	Redevelopment Planner/Architect	1 year
Pettit Associates	Redevelopment Engineer	1 year
Blue Wire Media	Media Consultant	1 year
J. F. McKernan Jr.	Municipal Architect	1 year
Gibbons P.C.	Land Use Attorney	1 year
Triad Associates	Economic Development Consultant	1 year
Michele Selfridge	Clinical Social Worker	1 year
Triad Associates	Grants/ CDBG Consultant	1 year
Genesis	Substance Abuse Advocate	1 year
Professional Prop. Appraisers, Inc	Tax Appeal Consultant	1 year
CME Associates	Environmental Engineer	1 year
CME Associates	Landscape Architect	1 year

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, that the consent of the Council be and is hereby given to the above appointments of the Mayor of the Township of Gloucester.

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Winters. Roll call vote: Mr. Owens abstained. All others in favor. Motion carried. 5-0-1

**R-18:01-004**

**RESOLUTION APPOINTING THE TOWNSHIP AUDITOR**

**WHEREAS**, N.J.S.A. 40A:5-4 requires that every municipality shall have an annual audit of its books, accounts and financial transactions by a Registered Municipal Accountant of New Jersey; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, New Jersey, that Robert Nehila of Bowman & Company be and is hereby appointed Registered Municipal Accountant of the Township of Gloucester for the year January 1, 2018 to December 31, 2018 to perform the Professional Services ordinarily provided by a Registered Municipal Accountant of the State of New Jersey and to receive such compensation as may be reasonable for such services. Said is authorized by law to practice a recognized profession in the State of New Jersey which practice is regulated by the laws of this State; to wit; the profession of Registered Municipal Accountant. These professional services are necessary and are required by this municipality.

**BE IT FURTHER RESOLVED** that notice of this resolution shall be published in a newspaper of general circulation as required by law within ten (10) days of passage.

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Winters made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-005                    RESOLUTION APPOINTING THE GLOUCESTER TOWNSHIP  
PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed Gloucester Township Public Agency Compliance Officer (P.A.C.O.)

Nancy Power

January 3, 2018 - December 31, 2018

Adopted: January 3, 2018

ATTEST:

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President of Council

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Township Clerk

Mrs. Winters made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**R-18:01-006  
RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP  
PLANNING BOARD**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Planning Board  
DANIEL HUTCHISON                    ONE YEAR                    January 3, 2018 to December 31, 2018

Adopted:            January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Winters made a motion to adopt, seconded by Mr. Mignone. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-007  
RESOLUTION APPOINTING MEMBERS TO THE HISTORICAL AND SCENIC  
PRESERVATION COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Historical and Scenic Preservation Committee

Louise Tyciak

January 3, 2018 to December 31, 2022

Judy Calabrese

January 3, 2018 to December 31, 2022

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Winters made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor.  
Motion carried. 6-0.

**R-18:01-008**

**RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP  
MULTIPLE DWELLING COMMISSION**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Multiple Dwelling Committee

Thomas Cardis	1 year	01-03-18 to 12-31-18
David Mayer	1 year	01-03-18 to 12-31-18

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor.  
Motion carried. 6-0.

**R-18:01-009**

**RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP  
HOUSING AUTHORITY**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Housing Authority

Abbey Greenberg	5 years	01-03-18 to 12-31-2022
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Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor.  
Motion carried. 6-0.

**R-18:01-010**

**RESOLUTION APPOINTING MEMBERS TO THE BLACKWOOD LAKE ADVISORY  
COMMITTEE**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Blackwood Lake Advisory Committee

Robert Irvine	2 years	01-03-18 to 12-31-19
Steven Riccitelli	2 years	01-03-18 to 12-31-19

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor.  
Motion carried. 6-0.

**R-18:01-011**

**RESOLUTION APPOINTING MEMBERS TO THE GLOUCESTER TOWNSHIP ZONING BOARD OF ADJUSTMENT**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Zoning Board of Adjustment

Michael Acevedo	4 years	01-03-2018 - 12-31-2021
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Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor.  
Motion carried. 6-0.

**R-18:01-012**

**RESOLUTION APPOINTING THE GLOUCESTER TOWNSHIP PUBLIC DEFENDER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following person be and is hereby appointed Gloucester Township Public Defender

GLEN LEARY	1 year	January 3, 2018 to December 31, 2018
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Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Owens made a motion to adopt, seconded by Mr. Mignone. Roll call vote: All in favor.  
Motion carried. 6-0

**R-18:01-013**

**RESOLUTION APPOINTING MEMBERS TO THE ADVISORY COMMITTEE FOR RECREATION AND PARKS**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester that the following persons be and are hereby appointed to the Gloucester Township Advisory Committee for Recreation and Parks

**Regular Members:**

Glen Bianchini (General)	2 years	01-03-2018 to 12-31-19
Debi Carr (Special Needs)	2 years	01-03-2018 to 12-31-19
Christopher Pisani (General)	2 years	01-02-2018 to 12-31-19
Nick Trotto – (General)	2 years	01-02-2018 to 12-31-19

**Alternates:**

Jeff Friedman	2 years	01-02-2018 to 12-31-19
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ATTEST:

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TOWNSHIP CLERK, RMC

This resolution was not voted on. It will be on the next regular Council meeting.

**R-18:01-020**

**RESOLUTION DESIGNATING THE DATE, TIME AND PLACE OF COUNCIL MEETINGS FOR 2018 AND AUTHORIZING AND FIXING THE CHARGES FOR NOTICE OF MEETINGS AS REQUIRED BY THE OPEN PUBLIC MEETINGS ACT.**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester, County of Camden, State of New Jersey as follows:

1. That the schedule of Regular and Executive Session meetings of the Township Council of the Township of Gloucester as set forth in the "Notice of Annual Schedule of Regular and Executive Session Meetings of the Township Council of the Township of Gloucester for 2018" (a copy of which is attached hereto and made a part hereof) be and hereby is established and adopted for 2018; and that the Regular and Executive Session Meetings of the Township Council shall be held in accordance therewith and at the times, places and dates therein established.

2. That during the year 2018, the Township Council of the Township of Gloucester, from time to time, may hold Special Meetings or Emergency Meetings, as the occasion may arise, and that adequate notice thereof shall be provided by the Township Clerk as required by law.

3. That all advance written notices of meetings of the Township Council required by law shall be prominently posted by the Township Clerk on the bulletin board located in the Municipal Building for such or similar announcements.

4. That all advance written notices of meetings of the Township Council required by law shall be mailed, telephoned, telegrammed or hand delivered to the official newspapers, free of any charge therefore.

5. That all advance written notices of any Regular, Executive Session, Special, Emergency or rescheduled meeting of the Township Council requested by any person shall be mailed to such person within the time prescribed by law upon prepayment by such person of a fee of \$10.00 to cover the costs of providing such notice. News media shall be exempt from such fee.

Any person desiring that copies of said notices be mailed to him or her shall make a request in writing therefore to the Township Clerk designating the post office address to which such notice shall be mailed and shall be required to advise the Clerk in writing of any subsequent change of mailing address during the year. The prepayment of the aforesaid fee shall entitle said person to the aforesaid notices for the year; and thereafter a new request must be made each in the succeeding year.

6. That the Township Clerk shall file a copy of the Annual Schedule of Regular and Executive Session Meetings of the Township Council as well as copies of all other notices of meetings required by law and to post the same on the bulletin board reserved for such notices; and a copy of the "Notice of Annual Schedule of Regular and Executive Session Meetings of the Township Council of the Township of Gloucester for the remainder of the year 2018" shall be posted on the bulletin board within seven (7) days from the date hereof and further maintained posted with any revisions thereof throughout the year.

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mr. Mignone. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-021**

**RESOLUTION ESTABLISHING LEGAL DEPOSITORIES FOR THE TOWNSHIP OF GLOUCESTER**

**WHEREAS**, it is necessary that legal depositories of the funds of Gloucester Township be designated for the year 2018;

**NOW THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Gloucester, County of Camden, that the following banking institutions be and are hereby designated as legal depositories of funds of the Township of Gloucester, County of Camden, for the year 2018.

TD Bank  
1235 Blackwood-Clementon Road  
Clementon, N.J. 08021

PNC Bank of NJ  
1485 Blackwood-Clementon Road  
Clementon, N.J. 08021

Bank of America  
1345 Chews Landing Road  
Laurel Springs, N.J. 08021

Wachovia Bank  
190 River Road  
Summit, N.J. 07901

Citizens Bank  
700 Haddonfield-Berlin Road  
Voorhees, New Jersey 08043

Sun National Bank  
P.O. Box 849  
Vineland, N.J. 08362-0849

The Bank  
100 Park Avenue  
Woodbury, N.J. 08096

Sovereign Bank  
302 Haddon Avenue  
Westmont, N.J. 08108

Susquehanna Patriot Bank  
8000 Sagemore Drive, Suite 8101  
Marlton, N.J. 08053

Columbia Bank  
505 Berlin-Cross Keys Road  
Sicklerville, N.J. 08081

Beneficial Savings Bank  
Berlin-Cross Keys Road  
Sicklerville, N.J. 08081

Republic Bank  
342 S. Burnt Mill Road  
Voorhees, New Jersey 08043

Royal Bank  
1651 Blackwood Clementon Road  
Blackwood, NJ 08012

New Jersey Cash Management Fund

Adopted: January 3, 2018

\_\_\_\_\_  
• PRESIDENT OF COUNCIL  
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• \_\_\_\_\_  
• TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-022**

**RESOLUTION DESIGNATING SIGNATORIES TO GENERAL ACCOUNTS FOR THE TOWNSHIP OF GLOUCESTER**

**BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, that disbursements from the General Account of the various banking institutions maintained by the Township of Gloucester shall be made by checks signed by any three (3) of the following persons:

Mayor	or, in absence Business Admin. Or President of Council or Twp. Clerk or Asst. Twp. Clerk
Treasurer	or, in absence Township Clerk or Asst. Twp. Clerk
Business Admin.	Or, in absence Township Clerk or Asst. Twp. Clerk

**BE IT FURTHER RESOLVED**, that the payroll checks shall be signed by facsimile by either of the following:

Treasurer	or, in absence Business Administrator
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**BE IT FURTHER RESOLVED**, that all previous resolutions as to signatories with respect to the accounts referred to herein be and are hereby rescinded.

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mrs. Trotto made a motion to adopt, seconded by Mrs. Winters. Roll call vote: All in favor. Motion carried. 6-0.

**R-18:01-023**

**RESOLUTION AUTHORIZING THE DESIGNATION OF NEWSPAPERS TO RECEIVE ALL NOTICE OF MEETINGS AS REQUIRED UNDER THE OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, Section 3d of the Open Public Meetings Act, Chapter 231, P.L. 1975 requires that certain notice of meetings be submitted to two (2) newspapers, one of which shall be the official newspaper; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Gloucester, in the County of Camden, State of New Jersey, that the following are hereby designated as official newspapers and for the aforesaid purposes;

**The Courier Post**  
**The Philadelphia Inquirer**

It is the opinion of this body that the Courier Post and the Inquirer have the greatest likelihood of informing the public within the jurisdictional area of this body of such meetings.  
Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

ATTEST:

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mr. Owens. Roll call vote: All in favor.  
Motion carried. 6-0

**R-18:01-024 RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF GLOUCESTER ADOPTING A CASH MANAGEMENT PLAN**

**WHEREAS**, N.J.S.A. 40A: 5-14 requires every municipality to adopt a Cash Management Plan on an annual basis;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Council of the Township of Gloucester, County of Gloucester, State of New Jersey, that the following requirements be a part of the **2018 Cash Management Plan**, and be adhered to:

**I. Cash Management and Investment Objectives**

- A. Preservation of capital;
- B. Adequate safekeeping of assets;
- C. Maintenance of liquidity to meet operating needs;
- D. Diversification of the Borough's portfolio to minimize risks associated with individual investments.

**II. Designation of Official Depositories**

- A. The following banks are hereby designated as legal depositories for all municipal funds:
  - 1. Citizens Bank
  - 2. Columbia Savings Bank
  - 3. Bank of America
  - 4. Beneficial Bank
  - 5. Susquehanna Bank
  - 6. New Jersey State Cash Management Fund
  - 7. PNC Bank
  - 8. Sun Bank
  - 9. TD National Bank
  - 10. Wachovia Bank
  - 11. The Bank
  - 12. Sovereign Bank
  - 13. Republic Bank
  - 14. Royal Bank
- B. Each depository must submit to the Chief Financial Officer / Treasurer a copy of the Governmental Unit Deposit Protection Act (GUDPA) notification of eligibility, which is filed semi-annually with the Department of Banking each June 30th and December 31st;
- C. This list may be amended or supplemented from time to time as Mayor and Council deems necessary.

**III. Cash Management**

- A. All municipal funds received by any official or employee shall be either deposited within 48 hours to an account in the name of the Township of Gloucester, or shall be turned over to the Treasurer within 48 hours of receipt, in accordance with N.J.S.A. 40A: 5-15;
- B. The Chief Financial Officer / Treasurer shall minimize any accumulated idle cash in checking accounts, by assuring that excess balances are promptly swept into the investment portfolio;
- C. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer or the Treasurer;
- D. Change Funds and Petty Cash Funds are not required to be maintained in interest-bearing accounts.

**IV. Permissible Investments**

- A. Bonds or other obligations of the United States of America, or obligations guaranteed by the United States of America;
- B. Government money market mutual funds;
- C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors;
- D. Bonds or other obligations of the local unit, or school districts of which the local unit is a part;
- E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments;
- F. Local Government investment pools;
- G. New Jersey State Cash Management Fund;
- H. Repurchase agreements of fully collateralized securities.

**V. Authority for Investment Management**

- A. The Chief Financial Officer / Treasurer 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.

**VI. Safekeeping**

- A. Securities purchased on behalf of the Township shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.

**VII. Procedures for Disbursement of Funds**

- A. Payments shall be prepared by the Chief Financial Officer / Treasurer and submitted to Mayor and Township Council for their approval;
- B. No municipal funds shall be disbursed by the Chief Financial Officer / Treasurer prior to approval of the Township Council, except for:
  - 1. Debt Service payments;
  - 2. Investments;
  - 3. Payroll turnovers to agency accounts;
- C. Tax payments to Camden County, the Gloucester Township Board of Education, and the Black Horse Pike Regional Board of Education shall be made in accordance with schedules provided by each taxing district;
- D. Checks approved for payment shall be signed by any of the following three; 1) the Mayor, 2) the Treasurer, 3) the Business Administrator, 4) the Clerk and 5) the Assistant Clerk. All three signatures must be an original signature;
- E. Checks paid from the following accounts must contain three signatures:
  - 1. Current Fund Account;
  - 2. General Capital Fund Account;
  - 3. Developers Escrow Account;
  - 4. Animal Control Account;
  - 5. Trust Other Account;
  - 6. Affordable Housing Account;
  - 7. Encroachment Account;
  - 8. Recreation Account;
  - 9. Tax Title Lien Redemption & Premium Accounts;
  - 10. Disability Account;
  - 11. Grant Rehab Mortgage Account;
  - 12. Special Developers Recreation Account;
  - 13. Unemployment Account;
  - 14. Multiple Dwelling Account;
  - 15. Municipal Open Space;
  - 16. K-9 Schultz;
  - 17. Police Forfeiture Account;
- F. Checks paid from the following account only requires one signature:
  - 1. Payroll Account
- G. Wire transfers and Automated Clearing House (ACH) payments are to be made by the Chief Financial Officer / Treasurer.

**VIII. Reporting**

- A. The Chief Financial Officer / Treasurer shall report to Mayor and Township Council all purchases of investments in accordance with N.J.S.A. 40A: 5-15.2;
  - A. The Chief Financial Officer / Treasurer shall also report to Mayor and Township Council the available cash in each fund and/or bank account.

- B. Audit
- C. This Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

Adopted: January 3, 2018

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PRESIDENT OF COUNCIL

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TOWNSHIP CLERK

Mr. Hutchison made a motion to adopt, seconded by Mrs. Trotto. Roll call vote: All in favor. Motion carried. 6-0

**Public Portion:**

Mr. Mercado opened the public portion.  
There being no comment, the public portion was closed.

A presentation was made to former Councilman Frank Schmidt by Council President Mercado and Council Vice President Trotto who retired from Council after 19 years of service. Mr. Schmidt stated that he grew up in the township and loves it here. He stated that it was a pleasure to serve the residents of Gloucester Township. He thanked the residents of the township and stated that he believes in public service. He thanked the members of council and told them to keep the progress going.

Mr. Hutchison thanked the residents of Gloucester Township from the bottom of his heart.  
Mrs. Winters thanked everyone and looked forward to the new year.  
Mr. Owens thanked his entire family for all they have done for him to help him on his road to Gloucester Township Council. He thanked Mr. Mercado for his friendship and his mentorship and for being the one who got him involved in government. He states that he is honored to be sitting on the dais with him. He thanked his running mates for all their guidance. He stated that he had a great time meeting the residents of the township. He thanked the Gloucester Twp. Democrats as well as the Gloucester Township Democrat County Committee. He also thanked the Camden County Democrat Committee and the South Jersey Young Democrats for their support and help.  
Mr. Mignone congratulated everyone who was sworn in this evening. He thanked Mr. Schmidt for his years of service and wished him the best of luck.  
Mrs. Trotto congratulated Mrs. Winters, Mr. Hutchison and Mr. Owens on their swearing in. She stated that she looks forward to working with them and thanked them for putting their faith in her as the Vice President of Council.  
Mr. Mercado thanked everyone for coming to the Reorganization meeting. He stated that he is looking forward to working together with everyone this year.

Benediction: Pastor William Wilson of the Chews United Methodist Church gave the benediction.

Mr. Hutchison made a motion to adopt, seconded by Mr. Mignone. Roll call vote: All in favor. Motion carried. 6-0

Respectfully submitted,

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President of Council

Rosemary DiJosie  
Township Clerk