

VII. ADMINISTRATION REPORTS

**Mayor Woodruff
Township Administrator – John Bussiculo**

IX. APPROVAL OF MINUTES –

**Public Meeting –June 28, 2016
Executive Session – January 6, 2015, January 20, 2015, February 10, 2015**

X. HEARING ON AGENDA ITEMS ONLY – 3 minutes per resident

Comments are welcome during the public comment period during this meeting on any agenda item. However, if an ordinance is listed for its own public hearing on the agenda, please hold your comments for that particular public hearing. To make your comment, the speaker must come forward to the microphone and state his/her name and address for the record. Each speaker is limited to 3 minutes. The (Mayor/Council President) will keep time. Please promptly yield on the floor when time is called and return to your seat. Your cooperation in adherence to these rules of order will ensure an orderly and respectful meeting.

XI .NEW BUSINESS- RESOLUTIONS

OFFICIAL ACTION WILL BE TAKEN ON THE FOLLOWING:

A. RESOLUTIONS

1. Resolution approving Bill List dated July 12, 2016 in the amount of \$498,539.78.
2. Resolution approving the Corrective Action Plan and authorizing the Chief Financial Officer to implement such a plan.
3. Resolution certifying that the Township Council has personally reviewed as a minimum the Annual Report of Audit and specifically the section of the Annual Audit entitled “Comments and Recommendations.

XII. CITIZENS HEARING - 3 minutes per resident

Comments are welcome during the public comment period during this meeting on any matter over which the Township has jurisdiction. To make your comment, the speaker must come forward to the microphone and state his/her name and address for the record. Each speaker is limited to 3 minutes. The Mayor and/or Council will keep time. Please promptly yield the floor when time is called and return to your seat. Your cooperation in adherence to these rules of order will ensure an orderly and respectful meeting.

XIII.EXECUTIVE SESSION –

1. Attorney/Client Privilege – Contract Negotiations-Free Acres Association
2. Attorney-Client Privilege- Litigation-Affordable Housing

XIV. ADJOURNMENT

**Ana Minkoff
Township Clerk**

TOWNSHIP COUNCIL CORRESPONDENCE

June 2016

1. Correspondence from Mr. John Bonacci, 156 Gallinson Drive, received on June 3rd, regarding the Redevelopment Plan's inadequacy for the long term needs of Seniors;
2. An invitation to the June 21st Governor Livingston High School Graduation Ceremony, received on June 6th;
3. An invitation to a June 23rd Breakfast with the President of the New Jersey State Senate, the Honorable Stephen M. Sweeney and DiFrancesco Bateman Attorneys at Law, received on June 6, 2016;
4. Correspondence from Constance Delio, 5 Orchard Lane, received on June 8th, regarding a request to revise the planning of the new town facility;
5. An invitation received from the Tri-County Radio Association, Inc. on June 9th, regarding June 25th and June 26th "FIELD DAY 2016;"
6. "Replacement of Springfield Avenue Bridge (Be19) Over Stream 3-55" correspondence received on June 17, 2016 from Dewberry Engineers Inc. providing legal notification regarding an application to be submitted with the Department of Environmental Protection (NJDEP;)
7. An invitation received from the New Providence Amateur Radio Club, Inc. on June 22nd regarding June 25th and June 26th "Field Day;"
8. Correspondence received on June 28, 2016 from Paulus, Sokolowski & Sartor, LLC referencing an application to be filed with the Department of Environmental Protection (NJDEP) for the redevelopment of the existing Bowcraft Amusement Park site in Scotch Plains.

Mayor's Correspondence
June 2016

1. **DiFrancesco Bateman** - invitation to breakfast meeting with the Honorable Stephen M. Sweeney
2. **Robert Nixon** - invitation to GLHS graduation
3. **UC Dept of Economic Development** - executed 2016 Infrastructure and Municipal Aid grant agreement
4. **The Transporter Summer 2016 issue**
5. **Tri-County Radio Association** - invitation to annual Field Day for demonstrations of ham radio and emergency radio communications
6. **UC Dept of Economic Development** - request for resolution for Shared Services Agreement to cover Fiscal Year 2016-2017 for HUD grant
7. **The Real Deal** - June 2016 edition
8. **New Providence Amateur Radio Club** - invitation to their annual emergency preparedness test
9. **Arbor Day Foundation** - Tree City USA Bulletin
10. **NJ Biz** - June issue
11. **The Rotarian** - July 2016 issue
12. **Antea Group** - letter confirming remediation in accordance w/NJDEP for former Getty site
13. **SMS Security Systems** - marketing letter
14. **Bruce Bergen, UC Freeholder Chairman** - letter about UC's "Seniors in Motion" initiative which will provide 15 passenger vans to municipalities in Union County.
15. **Reatha Fairley** - request for donation to Victory Youth Choir
16. **Savatree** - information about Emerald Ash Borer which may effect ash trees

Agenda Item #

**TOWNSHIP OF BERKELEY HEIGHTS
UNION COUNTY, NEW JERSEY**

RESOLUTION

BE AND IT IS HEREBY RESOLVED by the Township Council of the Township of Berkeley Heights, County of Union, State of New Jersey, in meeting assembled, authorizes and directs the Township Treasurer to make payment of vouchers listed on the Bill List dated 7/12/16, in the amount of \$498,539.78 such vouchers having been received by the Township Council, having been satisfied that appropriate procedure has been followed in the processing of said vouchers.

APPROVED this 12th day of July, 2016.

ATTEST:

Ana Minkoff
Township Clerk

**TOWNSHIP OF BERKELEY HEIGHTS
UNION COUNTY, NEW JERSEY**

RESOLUTION

WHEREAS, the auditors for the Township have made certain recommendations and noted certain exceptions in the audit for the year 2015 and the Treasurer/Chief Financial Officer has prepared an action plan to address each of those recommendations and exceptions and has requested review and approval by the Township Council.

NOW, THEREFORE, BE IT RESOLVED that the Township Council hereby approves the Corrective Action Plan and authorizes the Chief Financial Officer to implement such plan.

Copies of this Resolution are to be forwarded to the Chief Financial Officer and Director of Division of Local Government Services.

APPROVED this 12th day of July, 2016.

ATTEST:

Ana Minkoff
Township Clerk

TOWNSHIP OF BERKELEY HEIGHTS
CORRECTION ACTION PLAN
YEAR 2015 AUDIT REPORT

RECOMMENDATION #1

That the amounts recorded and turned over by each Department agree with the amounts recorded by the Treasurer.

CORRECTIVE ACTION:

The Township will ensure that amounts recorded and turned over by each Department agree with the amounts recorded by the Treasurer.

Implementation Date: July, 2016

RECOMMENDATION #2

That Department receipts be deposited or remitted to the Treasurer within 48 hours of collection in accordance with N.J.S.A. 40A:5-15.

CORRECTIVE ACTION:

The Township will ensure that Department receipts be deposited or remitted to the Treasurer within 48 hours of receipt.

Implementation Date: July, 2016

GOVERNING BODY CERTIFICATION OF THE 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 fiscal year ended December 31, 2015 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 a 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 Berkeley Heights*, 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.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JULY 12, 2016.

Ana Minkoff, Township Clerk