

PRESENTATION OF THE FLAG: Middle Township Police Color Guard  
FLAG SALUTE: Josh Mercado, No Limits Academy Team  
NATIONAL ANTHEM: Parker Lengel, Middle Township High School Senior  
INVOCATION: Pastor Scott Durbin  
THIS MEETING IS BEING RECORDED:

I hereby declare that notice has been given to the Herald Times and the Atlantic City Press and posted on the bulletin board of the Middle Township Municipal Building stating the time and place of the following meeting as required in P.L. Chapter 231 of the State of New Jersey (Sunshine Law).

The Middle Township meeting was called to order by Kimberly Osmundsen, Township Clerk on the above date at 6:00PM in the Municipal Building. The purpose of this meeting is to swear in various officials.

Former Mayor Timothy Donohue swore in newly elected Committeeman Christopher Leusner for a three-year term.

On motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and passed on roll call, \_\_\_\_\_ was chosen as Mayor for the year 2024. Cape May County Commissioner Director Leonard Desiderio swore in the Mayor.

SWEARING IN OF MAYOR

On motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and passed on roll call, \_\_\_\_\_ was chosen to act as Mayor in the absence of the Mayor. Michael Donohue, Former Judge of Superior Court of New Jersey, swore in the Deputy Mayor.

SWEARING IN OF DEPUTY MAYOR

COMMITTEE COMMENTS

- 1. ORDINANCE NO. 1689-24 – AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF MIDDLE – On motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and passed on roll call, Ordinance No. \_\_\_\_\_ passed first reading. Second reading, public hearing and consideration for adoption will be held on 02/05/2024 at 6:00 p.m.

*CONSENT AGENDA: All items listed with an asterisk "\*" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committeemember or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*

QUESTION/ANSWER PERIOD ON AGENDA - *Question-and-answer session on consent agenda items*

**On motion by \_\_\_\_\_ seconded by \_\_\_\_\_ and passed on roll call, all consent agenda items (\*) be approved.**

2. FINANCIAL-

- a. \*RESOLUTION – APPROVING PAYMENT FOR BILLS – BILL LIST A (GENERAL BILLS) NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that payment for the following bills in the amounts indicated are hereby approved:

Current Acct. \$199,297.45

- b. \*RESOLUTION – AWARDING CONTRACTS UNDER FAIR AND OPEN PROCESS (ITEMS A THROUGH B)  
(A) WHEREAS, the Township Committee has previously instituted a Fair and Open Process for the award of contract pursuant to N.J.S.A. 19:44A-20.4 et. seq.; and WHEREAS, the Township Committee has followed the procedures that it has previously set forth for the award of specific contracts; and WHEREAS, the Township Committee has solicited proposals, and has publicly opened each proposal submitted, and has considered each proposal in light of criteria previously established by the Township, and has made a decision on each proposal submitted in light of those criteria; NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following submissions shall be awarded as follows for a term effective January 1, 2024 through December 31, 2024:
  - Municipal Solicitor – Blaney, Donohue & Weinberg – Not to Exceed \$195,000.00

- *Labor Solicitor – Paul J. Baldini, esq. – Not to Exceed \$75,000.00*
- *Municipal Auditor – Ford, Scott & Associates LLC – Leon Costello – Not to Exceed \$55,000.00*
- *Municipal Prosecutor – Blaney, Donohue & Weinberg – Matthew Rooney – Kyle Weinberg – Not to Exceed \$46,000.00*
- *Municipal Public Defender – Seth Fuscillaro – Not to Exceed \$18,000.00*
- *Grants Consultant – Blauer & Associates, Inc. – Marc Blauer – Not to Exceed \$3,600.00*
- *Bond Counsel – Archer & Greiner – Not to Exceed \$35,000.00*
- *Municipal Engineer – Engineering Design Associates – Vincent Orlando (3-year term) – Not to Exceed \$40,000.00*

*BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to execute contracts with each of the above-mentioned individuals as necessary, and the appropriate certification of funds by the Chief Financial Officer shall be attached hereto.*

*(B) WHEREAS, the Governing Body of Township of Middle is a member of the Atlantic County Municipal Joint Insurance Fund, a self-insurance pooling fund, following a detailed analysis; and WHEREAS, the Township solicited for RFP's under the Fair and Open Process; and WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws; and WHEREAS, the JIF Bylaws indicate a fee not to exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body; and WHEREAS, the township solicited for proposals for Risk Management Consultant via Resolution 464-21; and WHEREAS, the proposal received by Marsh & McLennan Agency indicates not to exceed \$25,000.00; and*

*WHEREAS, NJSA 40A: 1 1-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspicifiable service; and*

*WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant's are clearly an extraordinary unspicifiable service, which therefore render competitive bidding impractical.*

*NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Township of Middle does hereby appoint Michael McLaughlin, Marsh & McLennan Agency as its Risk Management Consultant in accordance with 40A:11-5 in the amount Not to Exceed \$25,000.00 for FY2024; and*

*BE IT FURTHER RESOLVED, that the governing body is hereby authorized and directed to execute the Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A: 1 1-5 (1), (a), (i).*

c. **\*RESOLUTION – AWARD CONTRACT AND RATIFY AGREEMENT THROUGH NON-FAIR AND OPEN PROCESS (ITEMS A THROUGH G)**

*(A) BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between Phoenix Advisors, LLC and the Township of Middle, be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-to-Play Statutes.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*FURTHER RESOLVED, that this contract is contingent upon obtaining any and all requirements and approvals as set forth by the Atlantic County Joint Insurance Fund.*

*Phoenix Advisors, LLC  
Continuing Disclosure Agent and  
Independent Registered Municipal Advisor  
\$1,600.00 – Base fee*

*(B) BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between Testa, Heck, Testa & White, P.A. and the Township of Middle for Labor and Employment Counsel Services be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes in the amount of \$160.00/hr. not to exceed \$17,500.00.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*(C) NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between Keith Bonchi, of Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi & Gill and the Township of Middle for In Rem Foreclosure preparation, be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*Keith Bonchi – In Rem Foreclosure – Not to Exceed \$17,500.00*

*(D) NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between Mott MacDonald and the Township of Middle for Sewer Engineer be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*Mott MacDonald – Sewer Engineer – Not to Exceed \$17,500.00*

*(E) WHEREAS, the Township of Middle has a need to enter into an agreement with Maley Givens, Counsellors at Law to provide redevelopment counsel service as a non-fair and open contract pursuant to the provisions under the Pay to Play regulations; and*

*WHEREAS, the Township of Middle will be entering into an agreement with Maley Givens, Counsellors at Law where the total amount is \$50,000.00, which exceeds the non-fair and open limitation of \$17,500.00; and*

*WHEREAS, Maley Givens, Counsellors at Law has completed and submitted a Business Entity Disclosure Certification which certifies that said entity has not made any reportable contributions to a political or candidate committee in the Township of Middle in the previous one year, and that the contract will prohibit Maley Givens, Counsellors at Law from making any reportable contributions through the term of the contract; and*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that authorization is hereby granted to enter into an agreement with said contractor for a term of 12-months, and that the appropriate officials are hereby authorized to sign any and all document in connection therewith.*

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

*(F) NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between H&L Systems, Inc. and the Township of Middle for sewer and tax collection billing software, hosting and backup services, be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*H&L Systems, Inc.*

*Not to Exceed \$12,734.80*

*(G) NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the Agreement between Van Note Harvey and the Township of Middle for Tax Map Annual Maintenance, be and is hereby ratified and the contract is hereby awarded through the Non-Fair and Open Process as described in Pay-To-Play Statutes.*

*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign said agreement.*

*Van Note Harvey*

*Tax Map Annual Maintenance*

*1-year contract*

*Not to exceed \$16,500.00*

d. **\*RESOLUTION – AWARD OF RFP – PUBLIC RELATIONS**

*WHEREAS, on November 8, 2023, the Township of Middle advertised for proposals for ‘Public Relations Consultant’; and*

*WHEREAS, on December 13, 2023, the Township received and opened one (1) proposal; and*

*WHEREAS, it appears that the following proposal submitted represents the best interest of the Township, and complies with specifications; and*

*NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the contract for PUBLIC RELATIONS CONSULTANT in the amount of eighty-five (\$85.00) dollars per hour, be and hereby is awarded to:*

*PRIME DIGITAL MARKETING*

*CAPE MAY COURT HOUSE, NJ*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, as follows:*

- 1. The term of the contract for PUBLIC RELATIONS CONSULTANT shall be for two (2) years commencing on January 4, 2024, and expiring on December 31, 2025.*
- 2. The appropriate officials be and are hereby authorized and directed to enter into and execute a contract with Prime Digital Marketing.*
- 3. Said award of contract shall be contingent upon the availability of funds for 2024.*

*FURTHER BE IT RESOLVED, pursuant to the rules of the Local Finance Board of the State of New Jersey that no amount of this contract shall be chargeable or certified until such time as services are ordered or otherwise called for prior to placing the order. Upon adoption of the 2024 budget, it shall be the responsibility of the official responsible for issuing the purchase order to notify and seek certification of the availability of funds from the Township Treasurer.*

e. **\*RESOLUTION – AUTHORIZING CONTRACT EXTENSION (ITEMS A THROUGH B)**

*(A)WHEREAS, on March 23, 2022, the Township of Middle and Douglass Landscaping Services LLC entered into a contract for Landscaping Services at various Township locations via Resolution 173-22 and;*

*WHEREAS, the total contract award for CY2022 was \$245,091.00, and*

*WHEREAS, the contract calls for a two (2%) increase for each year thereafter, for one additional year, if both parties agree to extend the current contract.*

*WHEREAS, the Township and Douglass Landscaping Services, LLC wish to further extend the contract for services for an additional year, effective January 1, 2024, through December 31, 2024.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle,*

*County of Cape May, State of New Jersey that the contract between Douglass Landscaping Services*

*LLC and the Township of Middle is hereby extended with a final expiration date of December 31, 2024.*

*BE IT FURTHER RESOLVED, that this contract extension is also conditioned upon certification of funds.*

*FURTHER RESOLVED, that the amount certified shall not exceed the amount set aside in the municipal budget for said services.*

*Douglass Landscaping Services, LLC*

*Not to Exceed - \$254,895.92*

*(B)WHEREAS, on January 04, 2023, the Township of Middle and H4 Enterprises entered into a contract for Snow and Debris Removal via Resolution 26-23 and;*

*WHEREAS, the Township and H4 Enterprises wish to further extend the contract for services for an additional year, effective January 1, 2024, through December 31, 2024.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the contract between H4 Enterprises and the Township of Middle is hereby extended with a final expiration date of December 31, 2024.*

*BE IT FURTHER RESOLVED, that this contract extension is also conditioned upon certification of funds.*

*FURTHER RESOLVED, that the amount certified shall not exceed the amount set aside in the municipal budget for said services.*

*H4 Enterprises – See attached tally sheet for machine specifications and hourly rates*

f. **\*RESOLUTION – AUTHORIZING THE PURCHASE FROM VENDORS WITH STATE CONTRACTS FOR 2024**

*WHEREAS, it is the desire of the Township of Middle to purchase from vendors with State Contracts for the balance of 2023; and*

*WHEREAS, pursuant to N.J.S.A. 40A:11-12, any local contracting unit purchasing materials, supplies or equipment under a contract entered into by the State Division of Purchase and Property shall authorize the award of such contract by resolution of the governing body.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, in the County of Cape May, State of New Jersey, that:*

- 1. The allegations of the preamble are incorporated herein as if set forth in full.*
- 2. Authorization be and is hereby given for the vendors listed with the State of New Jersey, Division of Treasury, be utilized by the Township of Middle for the balance of 2024.*
- 3. The proper officials be and hereby are authorized to do all things necessary to carry out the intent of this resolution.*
- 4. And a certification of availability of funds is made by the Chief Finance Officer via authorized purchase order or separate resolution of the Governing Body.*

g. **\*RESOLUTION – AUTHORIZING THE PURCHASE FROM VENDORS UNDER U.S. COMMUNITIES FOR 2024**

*WHEREAS, it is the desire of the Township of Middle to purchase from vendors via the U.S. Communities program, and*

*WHEREAS, U.S. Communities is the leading national government purchasing cooperative, providing world class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutes, and nonprofits looking for the best overall supplier government pricing; and*

*WHEREAS, U.S. Communities aggregates the purchasing power of more than 90,000 public agencies nationwide by offering Participating Public Agencies the ability to make purchases through existing, competitively solicited contracts between a supplier and a lead public agency.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, in the County of Cape May, State of New Jersey, that:*

- 1. The allegations of the preamble are incorporated herein as if set forth in full.*
- 2. Authorization be and is hereby given for the vendors listed with the U.S. Communities, be utilized by the Township of Middle for the balance of 2024 where the total amount would exceed the bid threshold.*
- 3. The proper officials be and hereby are authorized to do all things necessary to carry out the intent of this resolution.*

h. **\*RESOLUTION – AUTHORIZING A CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF MIDDLE**

*WHEREAS, Local Fiscal Affairs Law N.J.S.A. 40A-5-IS.1 as amended by Chapter 148 of the pamphlet laws of the State of New Jersey required municipalities to adopt a Cash Management Plan which is designed to assure, to extent practicable, investment of local funds in interest bearing accounts and other permitted investments; and*

*WHEREAS, this Act requires that the Cash Management Plan include:*

- A. The designation of & public depository or depositories.*
- B. The authorization for investments as permitted by various applicable laws.*
- C. The submission annually of the Cash Management Plan to the governing body which must approve it by a majority vote.*
- D. An annual audit of the Cash Management Plan.*
- E. When an investment is in bonds maturing more than one year, a determination that the maturity approximates the prospective time when such funds are needed.*

*WHEREAS, the Chief Financial Officer has reviewed the plan; and*

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle that the attached Cash Management Plan be adopted.

CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MIDDLE IN THE COUNTY OF CAPE MAY, NEW JERSEY

1. STATEMENT OF PURPOSE

This Cash management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of Middle pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made 'with regard to the Deposits and the Permitted investments will be, done to ensure the safety, the liquidity (regarding its availability for the intended purposes) and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted investments.

2. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Township of Middle: General Funds, Capital Funds, Trust Funds, Utility Operating Fund & Utility Capital Fund.

3. DESIGNATION OF OFFICIALS OF THE TOWNSHIP AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer of the Township of Middle or his designee is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of Middle are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by parties and a copy of such acknowledgment kept on file with such officials.

4. DESIGNATION OF DEPOSITORIES

The following, banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan: TD Bank, Bank of Sea Isle, Fleet Bank, PNC Bank, Ocean First Bank, Sun National Bank, New Jersey Cash Management Plan, Sturdy Savings Bank, New Jersey ARM, MBIA Municipal Investors Service Corp. (Class), and other depositories so designated by the State of New Jersey. All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such 'acknowledgment to the Designated Official(s) referred to in Section 3. above.

5. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS' MAY DEAL

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated official(s) of the Township of Middle referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section 3. above.

6. AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

(1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;

(2) Government money market mutual funds;

(3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

(4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local unit is a part or within Which the school district is located;

(5) Bonds or other obligations,; having a maturity date not more than 397 days from the date of purchase, approved by the Division of investment of the Department of the Treasury for investment by Local Units;

(6) Local government investment pools;

(7) Deposits with the State of New Jersey Cash Management Fund established pursuant to Section 1 of P.L. 1977, c-281 (C.52:18A-90.4)1 or

(8) Agreements for the repurchase of fully collateralized securities if;

(a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection

(b) the custody of collateral is transferred to a third Party;

(c) the maturity of the agreement is not more than 30 days;

(d) the underlying securities are purchased through a public depository as defined in Section 1 of P.L. 1970, c.236 (C.17:9-41); and

(e) a master repurchase agreement providing for the custody and security of collateral is

executed. For purposes of the above language, the terms “government money market mutual fund and “local government investment pool” shall have the following definitions;

**Government Money Market Mutual Fund.** An investment company or investment trust;

(a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940, 15 U.S.C. sec. 80a-1 et seq., and operated “in accordance with 17 C.F.R. sec. 270.2a-7.

(b) the portfolio of which is limited to U.S. Government securities that meet the definition of and eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and

(c) which has:

(i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or

(ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U. S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

**Local Government Investment Pool.** An investment pool;

(a) which is managed in accordance with 17 C.F.R. sec. 270.2&-7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;

(d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:145-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit ‘investments in instruments that; are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which Purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to Section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U. S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

B. Notwithstanding the above authorization, the monies on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows: Consistent with State/Rules & Regulations as promulgated by the Department of Community Affairs.

#### **7. SAFEKEEPING CUSTODY PAYMENT ACKNOWLEDGMENT OF RECEIPT OF PLAN**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Middle, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Middle to assure that, there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to ensure that such Permitted investments are either received by the Township of Middle or by a third-party custodian prior to or upon the release of funds. To assure that all parties with whom the Township of Middle deals either by way of Deposits or Permitted Investments are award of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

#### **8. REPORTING REQUIREMENTS**

On the first day of each month following during which this Plan is in effect, the Designated Official(s) referred to in Section 3. hereof shall supply to the governing body of the Township of Middle a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information;

A. The name of any institution holding funds of the Township of Middle as a Deposit or Permitted investment.

B. The amount of securities or Deposits purchased or sold during the immediately preceding month.

C. The class or type of securities purchased or Deposits made.

D. The book value of such Deposits or Permitted Investments.

E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.

- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of Middle

9. TERM OF PLAN

This Plan shall be in effect from January 1, 2024 to December 31, 2024. Attached to this Plan is a resolution of the governing body of the Township of Middle approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

i. \*RESOLUTION – TEMPORARY BUDGET

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and WHEREAS, the date of this resolution is within the first thirty days of January, 2024; and WHEREAS, the total appropriations in the 2023 budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$23,881,770.32 for the Current Fund and \$3,940,937.49 for the Sewer Utility Fund; and WHEREAS, twenty-six and one quarter percent (26.25%) of the total appropriations of the 2023 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2023 budget is the sum of \$6,268,964.70 for the Current Fund and \$1,034,496.09 for the Sewer Utility Fund. NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Middle, County of Cape May, State of New Jersey hereby adopts the temporary budget for the Township of Middle for the year 2024 in the amount of \$6,268,964.70 for the Current Fund and \$1,034,496.09 for the Sewer Utility Fund which does not exceed 26.25% of the operating budget of 2023.

j. \*RESOLUTION – TEMPORARY DEBT SERVICE BUDGET

WHEREAS, the Township of Middle, County of Cape May, desires to establish a 2024 Temporary Debt Service Budget; NOW, THEREFORE, BE IS RESOLVED by the Township Committee of the Township of Middle as follows:  
The 2024 Temporary Debt Service Budget of the Township of Middle is hereby constituted as follows:

CURRENT

Payment of Bond Principal	\$740,000.00
Interest on Bonds	89,000.00
Payment of Bond Anticipation Notes	200,000.00
Interest on Notes	277,000.00
Green Trust Loan-Princ. & Interest	59,000.00
Capital Lease – Princ. & Interest	<u>12,750.00</u>
Total Debt Service – Current Fund	\$1,377,750.00

SEWER UTILITY

Payment of Bond Principal	\$820,000.00
Interest on Bonds	598,000.00
Interest on Notes	<u>207,000.00</u>
Total Debt Service – Sewer Utility	\$1,625,000.00

TRUST ASSESSMENT FUND

Payment of Bond Principal	\$70,000.00
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k. \*RESOLUTION – SALARIES – 2024

WHEREAS, salary ranges for officers and employees of this Township have been established by Ordinance No.1655-23; and WHEREAS, said ordinance further provides that the exact salary of each officer and employee shall be as determined from time to time by resolution of the Township Committee. NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, that the salaries and wages of the Township Employees shall be available for review in the Office of the Municipal Clerk, and shall constitute the salary Resolution for the year 2024, subject to such additions as may be made by Resolution of the Township Committee during the year 2024.

l. \*RESOLUTION – ESTABLISHING PAYDAYS AND A PAYROLL ACCOUNT

BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May and State of New Jersey, that paydays for Middle Township employees shall be on a bi-weekly basis, as indicated on the attached schedule.

<b><u>PAY DATES (26 for 2024):</u></b>
<b>Friday</b>
<b>(*unless otherwise noted)</b>
January 12, 2024
January 26, 2024

<i>February 9, 2024</i>
<i>February 23, 2024</i>
<i>March 8, 2024</i>
<i>March 22, 2024</i>
<i>April 5, 2024</i>
<i>April 19, 2024</i>
<i>May 3, 2024</i>
<i>May 17, 2024</i>
<i>May 31, 2024 "3<sup>rd</sup> pay"</i>
<i>June 14, 2024</i>
<i>June 28, 2024</i>
<i>July 12, 2024</i>
<i>July 26, 2024</i>
<i>August 9, 2024</i>
<i>August 23, 2024</i>
<i>September 6, 2024</i>
<i>September 20, 2024</i>
<i>October 4, 2024</i>
<i>October 18, 2024</i>
<i>November 1, 2024</i>
<i>November 15, 2024</i>
<i>November 27, 2024 "3<sup>rd</sup> pay"</i>
<i>December 13, 2024</i>
<i>December 27, 2024</i>

m. \*RESOLUTION – ESTABLISHING DEPOSITORY CURRENT FUNDS – 2024

*BE IT FURTHER RESOLVED, that the following banking institutions shall be the depositories for the listed accounts of the Township of Middle for the year 2024, and that all disbursements shall be made by checks signed by the following:*

<i>Account Title</i>	<i>Banking Institution</i>	<i>Authorized Signatories</i>	<i>Number of Required Signatories</i>	<i>Authorized Facsimile Signatories</i>
<i>Accumulated Absences</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Animal Advisory Board</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA, Board Secretary</i>	<i>One</i>	<i>Not Applicable</i>
<i>Development Fee</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Current</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Developer's Escrow</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Dog Trust</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>General Capital</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>General Disbursement</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA, Mayor, Clerk, Deputy Clerk, Deputy BA, Deputy CFO</i>	<i>Three</i>	<i>BA, Mayor</i>  <i>(Maximum amount per facsimile transaction - \$4,000,000)</i>
<i>Emergency Housing</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Municipal Alliance Trust</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA</i>	<i>One</i>	<i>Not Applicable</i>
<i>Municipal Court Bail Bonds</i>	<i>Sturdy Savings Bank</i>	<i>Municipal Judge, Court Administrator, Deputy Court Administrator</i>	<i>One</i>	<i>Not Applicable</i>
<i>Municipal Court General</i>	<i>Sturdy Savings Bank</i>	<i>Municipal Judge, Court Administrator, Deputy Court Administrator</i>	<i>One</i>	<i>Not Applicable</i>
<i>Payroll</i>	<i>Sturdy Savings Bank</i>	<i>CFO, BA, Deputy Clerk, Deputy CFO</i>	<i>One</i>	<i>CFO</i>  <i>(Maximum amount per facsimile transaction -</i>



				\$500,000)
Police Forfeiture	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Recreation Trust	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Special Assessment Trust	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Tax Title Lien Redemption	Sturdy Savings Bank	Tax Collector, Assistant Tax Collector, Tax Clerk	One	Not Applicable
Trust Other	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Urban Development	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Sewer Capital	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Sewer Escrow	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Sewer Operating	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Unemployment Trust	Sturdy Savings Bank	CFO, BA	One	Not Applicable
Master Escrow Checking	TD Bank	CFO, BA	One	Not Applicable
Master Escrow Savings	TD Bank	CFO, BA	One	Not Applicable

\* CFO – Chief Financial Officer

\*\* BA – Business Administrator

n. \*RESOLUTION – INVESTMENT OF FUNDS

WHEREAS, the Director of the Division of Local Government has deemed it advisable that an officer of the Township of Middle be responsible for the investment of funds.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey that Neil Young, Chief Financial Officer for the Township of Middle, be and is hereby authorized to invest the available funds of the Township of Middle during the year 2024.

o. \*RESOLUTION – ESTABLISHING CHANGE FUNDS FOR VARIOUS TOWNSHIP DEPARTMENTS

WHEREAS, the Township Committee of the Township of Middle, the governing body thereof, authorizes the establishment of Change Funds for various departments within the town.

NOW, THEREFORE, BE IT RESOLVED, the following departments are hereby authorized and permitted to establish change funds in the respective amounts:

Department	Officer	Amount
Tax Collector	Sandra Beasley	\$500.00
Construction	Dan Spiegel	\$150.00
Vital Statistics	Suzanne Schumann	\$100.00
Municipal Court	Stacy McPherson	\$300.00
Dog Licensing	Annie Becica	\$100.00
Recreation	Dustin Sturm	\$ 25.00
Police Records	Jennifer Pooler	\$ 25.00
Zoning	Rachel Shepherd	<u>\$100.00</u>
	Total	\$1,300.00

BE IT FURTHER RESOLVED, that said funds shall be used by such offices to maintain a cash box.

On motion by      seconded by      and passed on roll call, all consent agenda items (\*) be approved.

3. PERSONNEL –

a. \*RESOLUTION –APPOINTMENTS (ITEMS A THROUGH C)

(A) WHEREAS, there are various terms of office for various boards and positions that have expired as of 12/31/2023, and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey that the following named persons be and hereby are appointed or reappointed to fill the following offices/terms:

<i>OFFICE / POSITION</i>	<i>TERM</i>	<i>NAME</i>	<i>TERM EXPIRES</i>
<i>Township Committee Member</i>	<i>3yr</i>	<i>Christopher Leusner</i>	<i>12/31/2026</i>
<i>Public Agency Compliance Officer – Affirmative Action Reg.</i>	<i>1yr</i>	<i>Neil Young</i>	<i>12/31/2024</i>
<i>Real Estate Officer</i>	<i>1yr</i>	<i>Lee Ann Russ</i>	<i>12/31/2024</i>
<i>Tax Search Officer</i>	<i>1yr</i>	<i>Sandra Beasley</i>	<i>12/31/2024</i>
<i>Municipal Improv. Search Officer</i>	<i>1yr</i>	<i>Kimberly Osmundsen</i>	<i>12/31/2024</i>
<i>Recycling Coordinator</i>	<i>1yr</i>	<i>Rob Flynn</i>	<i>12/31/2024</i>
<i>Deputy Municipal Clerk</i>	<i>1yr</i>	<i>Emily Bartleson</i>	<i>12/31/2024</i>
<i>Qualified Purchasing Agent</i>	<i>1yr</i>	<i>Daniel Shustack</i>	<i>12/31/2024</i>
<i>Transitional Duty Coordinator</i>	<i>1yr</i>	<i>Elisabeth McClintock</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Cpt. Tracey Super, Coordinator</i>	<i>12/31/2026</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Suzanne Schumann, Deputy</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Rob Flynn, Deputy</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Kimberly Osmundsen, Deputy (Business Administrator)</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Dan Shustack, Deputy</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Advisor, Fire District 1</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Advisor, Fire District 2</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Advisor, Fire District 3</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Advisor, Fire District 4</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Christopher Leusner, Twp. Committee Representative</i>	<i>12/31/2024</i>
<i>Emergency Management – Civil Defense</i>	<i>1yr</i>	<i>Kendra Karstens, Secretary</i>	<i>12/31/2024</i>
<i>Board of Health</i>	<i>3yr</i>	<i>Christopher Leusner</i>	<i>12/31/2026</i>
<i>Board of Health</i>	<i>3yr</i>	<i>Deb Rue</i>	<i>12/31/2026</i>
<i>Board of Health</i>	<i>1yr</i>	<i>Emily Bartleson, Secretary</i>	<i>12/31/2024</i>
<i>Cable TV Advisory Board</i>	<i>2yr</i>	<i>Susan VanRossum</i>	<i>12/31/2025</i>
<i>Cable TV Advisory Board</i>	<i>2yr</i>	<i>Brian Hamilton</i>	<i>12/31/2025</i>
<i>Cable TV Advisory Board</i>	<i>2yr</i>	<i>Robert Meyers</i>	<i>12/31/2025</i>
<i>Cable TV Advisory Board</i>	<i>1yr</i>	<i>Municipal Attorney</i>	<i>12/31/2024</i>
<i>Cable TV Advisory Board</i>	<i>1yr</i>	<i>Alexis Kalish, Secretary</i>	<i>12/31/2024</i>
<i>Memory Lane Coordinator</i>	<i>1yr</i>	<i>Varvara Keun</i>	<i>12/31/2024</i>
<i>Senior Citizen Advisory Council</i>	<i>3yr</i>	<i>Minnie Callendar, Vice Chair</i>	<i>12/31/2026</i>
<i>Senior Citizen Advisory Council</i>	<i>3yr</i>	<i>Leola Francis</i>	<i>12/31/2026</i>
<i>Senior Citizen Advisory Council</i>	<i>3 yr</i>	<i>Geri Alexis</i>	<i>12/31/2026</i>
<i>Senior Citizen Advisory Council</i>	<i>3yr</i>	<i>Susan Atkinson DeLanzo, Chair</i>	<i>12/31/2026</i>
<i>Senior Citizen Advisory Council</i>	<i>2yr</i>	<i>Chris Gawel</i>	<i>12/31/2025</i>
<i>Senior Citizen Advisory Council</i>	<i>1yr</i>	<i>Eugertha Benjamin</i>	<i>12/31/2024</i>
<i>Senior Citizen Advisory Council</i>	<i>1yr</i>	<i>Barbara Meyers</i>	<i>12/31/2024</i>
<i>Senior Citizen Advisory Council</i>	<i>1 yr</i>	<i>Marilyn Miller, Secretary</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Mayor, Middle Township</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Business Administrator</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Township Engineer</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>County Engineer</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Rio Grande Fire Department Rep.</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Middle Twp. Fire #1 (CMCH) Rep.</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Middle Twp. Fire #2 (Rio Grande) Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Middle Twp. Fire #3 (Green Creek) Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Middle Twp. Fire #4 (Goshen) Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Middle Twp. Police Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>NJ DOT Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>EMS / Rescue Rep</i>	<i>12/31/2024</i>
<i>Traffic Committee</i>	<i>1yr</i>	<i>Emily Bartleson, Secretary</i>	<i>12/31/2024</i>
<i>Zoning Board of Adjustment</i>	<i>1yr</i>	<i>Rachel Shepherd, Secretary</i>	<i>12/31/2024</i>
<i>Zoning Board of Adjustment</i>	<i>4yr</i>	<i>Alicia Parker Markle</i>	<i>12/31/2027</i>
<i>Zoning Board of Adjustment</i>	<i>4yr</i>	<i>TJ Repici</i>	<i>12/31/2027</i>
<i>Zoning Board of Adjustment</i>	<i>1yr</i>	<i>Kim Banks – Alternate #1</i>	<i>12/31/2025</i>
<i>Zoning Board of Adjustment</i>	<i>1 yr</i>	<i>Ken Wuerker, Alternate #2</i>	<i>12/31/2024</i>
<i>Planning Board</i>	<i>1yr</i>	<i>Daniel Lockwood, Class I Member</i>	<i>12/31/2024</i>
<i>Planning Board</i>	<i>1yr</i>	<i>Theron “Ike” Gandy, Class III</i>	<i>12/31/2024</i>
<i>Planning Board</i>	<i>4yr</i>	<i>Rachell Diaz, Class II</i>	<i>12/31/2027</i>
<i>Planning Board</i>	<i>4yr</i>	<i>Layne Buckingham, Class IV</i>	<i>12/31/2027</i>
<i>Planning Board</i>	<i>2yr</i>	<i>Paul Crowding, Alternate # 1 Class IV</i>	<i>12/31/2025</i>
<i>Planning Board</i>	<i>1yr</i>	<i>Rachel Shepherd, Secretary</i>	<i>12/31/2024</i>
<i>Public Employees Award Committee</i>	<i>3yr</i>	<i>Christopher Leusner</i>	<i>12/31/2026</i>
<i>Recreation Commission</i>	<i>3yr</i>	<i>Christopher Leusner</i>	<i>12/31/2026</i>

Rent Leveling Board	3yr	Elizabeth Simpkins	12/31/2026
Rent Leveling Board	2yr	James Pennington	12/31/2025
Rent Leveling Board	3yr	Francis King	12/31/2026
Rent Leveling Board	1yr	Tom Grayson	12/31/2024
Rent Leveling Board	2yr	Paul Shulte	12/31/2025
Rent Leveling Board	1 yr	Matt Unsworth	12/31/2024
Rent Leveling Board	2yr	Scott Davis	12/31/2025
Rent Leveling Board	1 yr	Nancy Sittineri, Rent Control Officer	12/31/2024
Rent Leveling Board	1yr	Elisabeth McClintock, Secretary	12/31/2024
Economic Development Council	1yr	Nancy Sittineri, Secretary	12/31/2024
Environmental Commission	3yr	Rachell Diaz	12/31/2026
Environmental Commission	3yr	Tarin Mason	12/31/2026
Environmental Commission	1yr	Katrina Born, Secretary	12/31/2024
CMC Animal Shelter Advisory	1yr	James Norris	12/31/2024
CMC Animal Shelter Advisory	1yr	William Candell	12/31/2024
Animal Welfare Advisory Council	3yr	Dr. Chris Grant, Advisory	12/31/2026
Animal Welfare Advisory Council	3yr	MTPD Liaison	12/31/2026
Animal Welfare Advisory Council	3yr	MTPD Alt. Liaison	12/31/2026
Animal Welfare Advisory Council	1yr	Betsy McClintock, Secretary	12/31/2024
Delaware Bayshore Council	1yr	Kimberly Osmundsen	12/31/2024
Fund Commissioner ACMJIF	1yr	Varvara Keun	12/31/2024
Alternate Fund Commissioner ACMJIF	1yr	Suzanne Schumann	12/31/2024
Claims Coordinator	1yr	Suzanne Schumann	12/31/2024
Deputy Claims Coordinator	1yr	Varvara Keun	12/31/2024
Safety Coordinator	1yr	Lt. Kenneth Martin	12/31/2024
Safety Committee	1yr	Varvara Keun, Secretary	12/31/2024
Wellness Coordinator	1yr	Varvara Keun	12/31/2024
Law Enforcement Community Engagement Committee	1yr	Rachel Shepherd, Secretary	12/31/2024

\*Filling unexpired term

(B) NOW THEREFORE BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey that the following persons be and are hereby appointed to the position for the term of office opposite their name:

NAME	OFFICE	POSITION	TERM EFFECTIVE	TERM EXPIRES
Christina Povio	Zoning	Deputy Zoning Officer*	01/01/2024	12/31/2024

\*in-house title only. Civil Service Titles still apply.

(C) NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, County of Cape May, State of New Jersey, that the following employees are hereby appointed to the following position at the salaries opposite their names:

NAME	DEPARTMENT	TITLE	SALARY	EFFECTIVE
Jessica Davis	Public Safety – Police Records	Clerk 1 F/T Permanent	\$30,000.00	01/02/2024

On motion by      seconded by      and passed on roll call, all consent agenda items (\*) be approved.

4. GENERAL BUSINESS –

a. \*RESOLUTION – DEPARTMENTS – 2023

BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May, State of New Jersey that the Departments of the Township of Middle shall be allotted for the year 2024 as follows:

<b>CHRISTOPHER LEUSNER</b>	<b>IKE GANDY</b>	<b>JAMES NORRIS</b>
<b>DIRECTOR</b>	<b>DIRECTOR</b>	<b>DIRECTOR</b>
Administrative Executive	Department of Public Works	Collection of Taxes
Police Department	Sewer & Water	Assessment of Taxes
Legal Services	Zoning	Recreation
Municipal Court	Construction	Senior Citizen Affairs
Volunteer Fire Co. Liaison	Engineering	Special Events
Finance Administration	Building & Grounds	Memory Lane
Human Resources & Training	Economic Development & Grants	Open Space Projects

b. \*RESOLUTION – TAX APPEALS 2023

WHEREAS, by directive of the County Board of Taxation, under N.J.A.C. 18:12A-1.6 (C), that any and all tax appeals for the increase or decrease of assessments submitted to this Board by the Tax Collector and/or Tax Assessor on behalf of the Township of Middle for the year 2024 are hereby authorized by this governing body for disposition by the County Board of Taxation.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey that this resolution as heretofore stated shall be approved by this Township Committee; and

*BE IT FURTHER RESOLVED, that the Middle Township Clerk be instructed to submit a certified copy of this resolution to the Tax Assessor, Tax Collector and Cape May County Board of Taxation.*

*BE IT FURTHER RESOLVED, that the Middle Township Tax Assessor, and when he or she is not able, the Middle Township Deputy Tax Assessor, shall be authorized to sign any documents necessary to defend, prosecute, and settle tax appeals.*

c. *\*RESOLUTION – ESTABLISHING MEETING NIGHTS (ITEMS A THROUGH D)*

*(A) BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, in compliance with the Public Law 1975, Chapter 231 (Open Public Meetings Law) that the Herald Times and the Atlantic City Press are hereby designated as the two newspapers most likely to inform the residents of Middle Township concerning meeting dates.*

*FURTHER RESOLVED, that the "Annual Notice" containing the time, date, and location of all regularly scheduled meetings for the year 2023, shall be transmitted once to each of the above two newspapers forthwith and if said transmittal has already taken place, the action is hereby confirmed.*

*FURTHER RESOLVED, that a copy of said "Annual Notice" shall be prominently posted on the main bulletin board in the Township Hall, and a copy shall be kept on file by the Township Clerk.*

*FURTHER RESOLVED, that a fee of \$20.00 per annum shall be and hereby is established, as a prepaid fee to cover the cost of mailing a copy of said "Annual Notice", and a copy of all "Forty-Eight Hour Notices" to any person who pays such fee and requests such mailing, said fee to cover the calendar year 2023 of any portion thereof, without adjustment.*

*FURTHER RESOLVED, that a copy of said "Annual Notice" is annexed hereto and hereby made a part hereof.*

*(B) BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May State of New Jersey, that the first and third Monday of each month, except as designated below, be and hereby are designated as Meeting Nights for the Township of Middle; and*

*BE IT FURTHER RESOLVED, that the regular meetings of the Middle Township Committee for the year 2024 will be held in the Meeting Room of the Middle Township Municipal Building, 33 Mechanic Street, Cape May Court House, New Jersey 08210.*

*BE IT FURTHER RESOLVED, that there will be no meeting held on January 15, February 19, April 1, April 15 or September 2, 2024. There will be a meeting held on Wednesday, January 17, 2024, Wednesday, February 19, 2024, Monday, April 8, 2024, Monday, April 22, 2024 and Wednesday, September 4, 2024 to make up for meetings adjusted.*

*Wednesday, January 3, 2024 - Reorganization*

*Wednesday, January 17, 2024*

*Monday, February 5, 2024*

*Wednesday, February 21, 2024*

*Monday, March 4, 2024*

*Monday, March 18, 2024*

*Monday, April 8, 2024*

*Monday, April 22, 2024*

*Monday, May 6, 2024*

*Monday, May 20, 2024*

*Monday, June 3, 2023*

*Monday, June 17, 2024*

*Monday, July 1, 2024*

*Monday, July 15, 2024*

*Monday, August 5, 2024*

*Monday, August 19, 2024*

*Wednesday, September 4, 2024*

*Monday, September 16, 2024*

*Monday, October 7, 2024*

*Monday, October 21, 2024*

*Monday, November 4, 2024*

*Monday, November 18, 2024*

*Monday, December 2, 2024*

*Monday, December 16, 2024*

*FURTHER RESOLVED, that all Township Committee Meetings will be held at 6:00pm on said designated nights unless otherwise designated.*

*(C) BE IT RESOLVED by the Township Committee, the Governing Body of the Township of Middle, County of Cape May, State of New Jersey that the following dates shall be designated as Work Session Meeting Nights for the Township of Middle; and*

*FURTHER RESOLVED, that the Work Sessions will be held at 4:00pm on said designated nights.*

*BE IT FURTHER RESOLVED, that there will be no meeting held on January 15, 2024, or February 19, 2024 due to the observation of holidays. There will be a meeting held on Wednesday, January 17, 2024, Wednesday, and February 21, 2024 to make up for meetings missed due to the holiday schedule.*

*Wednesday, January 17, 2024*

*Wednesday, February 21, 2024*

*Monday, March 18, 2024*

Monday, April 15, 2024  
Monday, May 20, 2024  
Monday, June 17, 2024  
Monday, July 15, 2024  
Monday, August 19, 2024  
Monday, September 16, 2024  
Monday, October 21, 2024  
Monday, November 18, 2024  
Monday, December 16, 2024

*(D) BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May State of New Jersey, that the Board of Health shall meet quarterly per the below schedule.*

*BE IT FURTHER RESOLVED, that the Board of Health meetings of the Middle Township Committee for the year 2024 will be held in the Meeting Room of the Middle Township Municipal Building, 33 Mechanic Street, Cape May Court House, New Jersey 08210 at 6:00pm.*

Monday, March 18, 2024  
Wednesday, June 17, 2024  
Monday, September 16, 2024  
Monday, December 16, 2024

d. \*RESOLUTION – EXTENDING INTEREST DATES

*WHEREAS, taxes for each quarter have heretofore been deemed to have become delinquent from and after February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup>, of each year, with the interest chargeable on said quarters because of the delinquency from the date; and WHEREAS, it is determined for the best interest of the Township of Middle to extend the date upon which taxes for each quarter for the year of 2024 shall be deemed delinquent.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, that taxes for each quarter of the year of 2024 shall be due on or before the 10<sup>th</sup> of February, May, August and November.*

*BE IT FURTHER RESOLVED, that any and all taxes for said quarter which have not been paid on or before the 10<sup>th</sup> of February, May, August and November shall therefore become delinquent and interest shall be charged thereon in accordance with N.J.S. 54:4-67 Revised Statutes of New Jersey.*

*BE IT FURTHER RESOLVED, that the interest rate on tax and assessment delinquencies is at the rate of 8% per annum on the first \$1,500.00 of such delinquency and at the rate of 18% per annum on any amount in excess of the said first \$1,500.00.*

e. \*RESOLUTION – DESIGNATED HOLIDAYS 2023

*BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey that the designated Holidays for the Township of Middle will be as follows:*

<u>HOLIDAY</u>	<u>CELEBRATED DAY</u>
<i>New Year's Day (Observed)</i>	<i>Monday, January 1</i>
<i>Martin Luther King Jr. Day</i>	<i>Monday, January 15</i>
<i>President's Day</i>	<i>Monday, February 19</i>
<i>Good Friday</i>	<i>Friday, March 29</i>
<i>Memorial Day</i>	<i>Monday, May 27</i>
<i>Juneteenth (Observed)</i>	<i>Friday, June 21</i>
<i>Independence Day</i>	<i>Thursday, July 4</i>
<i>Labor Day</i>	<i>Monday, September 2</i>
<i>Columbus Day</i>	<i>Monday, October 14</i>
<i>General Election Day</i>	<i>Tuesday, November 5</i>
<i>Veteran's Day</i>	<i>Monday, November 11</i>
<i>Thanksgiving Day</i>	<i>Thursday, November 28</i>
<i>Day After Thanksgiving Day</i>	<i>Friday, November 29</i>
<i>Christmas Day (Observed)</i>	<i>Wednesday, December 25</i>

*BE IT FURTHER RESOLVED, that the Personnel Director is hereby authorized to amend the personnel manual and any other documentation as necessary in connection with these approved dates.*

f. \*RESOLUTION – DESIGNATING OFFICIAL NEWSPAPER FOR 2024

*WHEREAS, by law, under certain circumstances, it is required that there be published by printing and publishing in a newspaper or newspapers, ordinances, resolutions or notices of advertisements of all sorts, kinds or character by a municipality as provided by R.S. 35:1-2.2; and WHEREAS, it is desired to designate an official newspaper to be the official newspaper for the legal advertising for the year 2024.*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, that the Herald-Times be and it is hereby designated as the official newspaper for the printing of legal advertisements for Middle Township, for the year 2024; and*

*BE IT FURTHER RESOLVED, that in the case where something cannot responsibly be published in the Herald Times due to its publication schedule, the Press of Atlantic City shall be designated as an official newspaper for such circumstances as well. This designation shall not apply to Notices of Application for Development before the Township Zoning Board of Adjustment or the*

*Township Planning Board, in both of those cases, the Herald-Times shall be the only officially designated newspaper for use.*

*FURTHER RESOLVED, that in the event a special statute or statutes require a legal advertisement to be printed in a newspaper other than the Herald Times, then and in the event the said advertisement shall be printed in the Herald Times and the Press of Atlantic City.*

g. **\*RESOLUTION – ESTABLISHING THE TOWNSHIP OF MIDDLE WEATHER / TRANSPORTATION POLICY**

*WHEREAS, it is the desire of the governing body of the Township of Middle to establish a Weather/Transportation Policy by resolution and to formally adopt the procedures known as the Weather/Transportation Policy; and*

*WHEREAS, the Township of Middle Weather/Transportation Policy for all Township of Middle employees shall be that regardless of the weather, all Township employees are expected to report to work. In the event of unsafe conditions, the Business Administrator may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Business Administrator shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day, compensating time or sick time will be charged. If work is called off for the day, no time will be charged for the day. This provision does not apply to the Department of Public Works, Police Department, or Emergency Services or any personnel who may be required to assist in an emergency.*

*WHEREAS, it is understood that except for the identified holidays contained in each bargaining agreement, if Township of Middle is closed for a specific period of time for whatever reason, employees will be required to use vacation, comp, personal or sick time if they choose to be compensated. Employees without any vacation, personal or comp time will not be paid for the period of time.*

h. **\*RESOLUTION – ELECTED OFFICIAL TRAINING REQUIREMENT**

*WHEREAS, laws, rules, and regulations set forth by the State of New Jersey are changed, enacted, and implemented annually; and*

*WHEREAS, elected officials should be made aware of any said changes, as addressed in the 2012 Best Practices Worksheet set forth by Division of Local Government Services; and*

*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May, State of New Jersey that all elected officials are required to attend at least one course annually offered by the Rutgers University Center for Government Services (or a similar education provider such as the NJ League of Municipalities).*

i. **\*RESOLUTION – RENEWAL OF CAMPGROUND LICENSES 2023**

*WHEREAS, the several Campground license renewal applications listed below have been found to be in proper form, and the fee paid in each case.*

*NOW, THEREFORE, BE IT RESOLVED, that each of the following licenses be and are hereby renewed for the calendar year of 2024:*

License#	Tradenname	Acreage	Sites	Fee
1	Ponderosa	11	100	\$600.00
3	Cape Shores Resorts, Inc.	10	200	\$900.00
5	Bay Cove	59.66	144	\$732.00
6	Old Stagecoach	35.89	229	\$987.00
7	King Nummy Campground	85.88	456	\$1,668.00
9	Shellbay	79.50	296	\$1,188.00
10	Adventure Bound Camping Resorts	34.76	400	\$1,500.00
11	Sea Pines Campground	76.92	553	\$1,959.00
12	Green Holly Camping Resort, Inc.	75.75	456	\$1,668.00
13	Hideaway Beach	149.91	344	\$1,332.00
14	Acorn Campground	74.90	330	\$1,290.00
15	Sun Retreats Avalon	89.33	800	\$2,700.00

j. **\*RESOLUTION – RENEWAL OF MOBILE HOME PARK LICENSES 2023**

*WHEREAS, the several Mobile Home Park license renewal applications listed below have been found to be in proper form, and the fee paid in each case.*

*NOW, THEREFORE, BE IT RESOLVED, that each of the following licenses be and are hereby renewed for the calendar year of 2024:*

License #	Tradenname	Acreage	Sites	Sup. Site	Fee	Sup. Fee
1	Briarwood	6.50	74	0	\$750.00	\$0.00
2	Grande Woods South	31.15	100	160	\$750.00	\$500.00
3	Grande Woods North	16.43	100	0	\$750.00	\$0.00
4	Cedar Springs	3	36	0	\$750.00	\$0.00
5	Village	1.1	18	0	\$750.00	\$0.00
6	Delsea Woods Community LLC	50	100	150	\$750.00	\$500.00
7	Captain Walt's	3	36	0	\$750.00	\$0.00
8	Rio Grande Mobile Home Park	2.58	50	0	\$750.00	\$0.00
10	A & J Mobile Home Park	10.4	56	0	\$750.00	\$0.00
11	Edgewood Village	10.4	82	0	\$750.00	\$0.00

13	Park View	13.365	100	0	\$750.00	\$0.00
14	Garden Lake	63.87	150	200	\$750.00	\$500.00
15	Presidential Courts	3.5	39	0	\$750.00	\$0.00
16	Shellbay	3.42	41	0	\$750.00	\$0.00

- k. \*RESOLUTION – APPROVING MINUTES FOR PREVIOUS MEETINGS  
*NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the following minutes are approved: 12/18/2023 Regular Meeting.*
  
- l. \*RESOLUTION – RATIFY LEASE AGREEMENT – MARINE CORPS LEAGUE AT MIDDLE TOWNSHIP SENIOR CITIZEN CENTER  
*BE IT RESOLVED, by the Township Committee of the Township of Middle, the governing body thereof, that the agreement between the Marine Corps League and the Township of Middle for usage of the Middle Township Senior Citizen Center from January 1, 2024 through December 31, 2024, be and is hereby ratified.*  
*FURTHER RESOLVED, that the appropriate officials are hereby authorized and directed to sign any and all documentation necessary to carry out the purpose and intent of this resolution.*  
*BE IT FURTHER RESOLVED, that said agreement is contingent upon the review and approval of any and all insurance documents required by the Township of Middle’s insurance carrier.*
  
- m. \*RESOLUTION - AUTHORIZING EXECUTION OF MEMORANDUM OF UNDERSTANDING – CAPE COMMUNITY CHURCH/ BIBLE FELLOWSHIP CHURCH  
*NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Middle, County of Cape May, State of New Jersey does hereby authorize the execution of the Memorandum of Understanding with Cape Community Church/ Bible Fellowship Church.*  
*BE IT FURTHER RESOLVED, that the appropriate officials are hereby authorized to sign the final contract, inclusive of all final changes incorporated in the herein Memorandum of Understanding.*  
*BE IT FURTHER RESOLVED, that the appropriate officials are hereby authorized to sign any and all documents in connection therewith.*
  
- n. \*RESOLUTION – RATIFY CONTRACT WITH MIDDLE TOWNSHIP AMBULANCE CORPS  
*WHEREAS, the Township and Middle Township Ambulance Corps. seek to enter into an agreement for the providing of emergency medical services to the people of the Township of Middle, and*  
*WHEREAS, it has been deemed necessary and desirable to reduce the understanding and agreement of the parties to writing.*  
*NOW THEREFORE BE IT RESOLVED, by the Township Committee, the Governing Body of the Township of Middle, County of Cape May and State of New Jersey, that the contract between the Township of Middle and Middle Township Ambulance Corps. is hereby ratified.*  
*BE IT FURTHER RESOLVED, that this position designated below shall be for a period of one year.*  
*BE IT FURTHER SOLVED, that a contract be executed by the Township of Middle with the following group to supply services for the period from January 1, 2024 to December 31, 2024:*  

*Middle Township Ambulance Corps.*  
*PO Box 331*  
*202 South Main Street*  
*Cape May Court House, NJ 08210*

*BE IT FURTHER RESOLVED that a copy of this Resolution be published in the Cape May County Herald as required by law.*

5. PUBLIC COMMENT:

Motion to adjourn meeting:

1<sup>st</sup> 2<sup>nd</sup>

Roll Call Vote: