

Township of South Hackensack
County of Bergen, New Jersey
January 1, 2007 2:30 p.m.
Sine die December 14, 2006
AGENDA

Robyn Scholz, Mayor
Lucindo A. LoPiccolo, Jr.
James Anzevino
Gary Brugger
Walter Eckel, Jr.

I. Call of Meeting to Order - Open Public Meetings Act

A. Turn the clock back to December 14, 2006

II. Reports, Correspondence

- A. Correspondence –
- a. General correspondence received December 2006
 - b. 12/13/06 – Rosemarie Giotis – Request for payment of unused accumulated sick days.
 - c. 12/14/06 – Michael D. Frew, Police Chief – Recommendation for part time dispatcher appointments for 2007.
 - d. 12/13/06 – Michael D. Frew, Police Chief – Recommendation for crossing guard appointments for 2007.
 - e. 12/28/06 - Mary Terraccino, Deputy Clerk – Request to carry over 2 unused vacation day from 2006 into 2007.
 - f. 12/28/06 - Linda LoPiccolo, Municipal Clerk – Request to carry over 2.5 unused vacation days from 2006 to 2007.
 - g. 12/28/06 - Loretta D'Ambrosio, Treasurer – Request to carry over 10 unused vacation days from 2006 to 2007.
 - h. 12/20/06 – John Tomic, Grove Street Seniors, LLC – Senior Housing
 - i. 12/11/06 – PFRS Pension Board and Trustee Administration – Approval of Disability Retirement Application Domenick Brando
 - j. 12/29/06 – Carmine Maceri, 1st Lt., SHFD – 2007 Fire Department Officers.

III. Resolutions

A. Consent Resolution No. 2005-13

IV. Committee Reports

V. Public Comments

VI. Adjournment

Consent Resolution No. 2006-13

WHEREAS, the Township Committee of the Township of South Hackensack, has reviewed the Consent Agenda consisting of various proposed resolutions; and

WHEREAS, the Township Committee of the Township of South Hackensack is/is not desirous of removing a resolution from the consent agenda,

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of South Hackensack that the following resolutions on the Consent Agenda are hereby approved and adopted:

Resolution No. 2006-169 Cancel Stale Dated Checks

Resolution No. 2006-170 Transfer Appropriations

Resolution No. 2006-171 Bills \$145,186.99

Resolution No. 2006-172 Corrective Action

Resolution No. 2005-173 Approve Minutes

Resolution No. 2006-174 Cancellation of 2006 Sewer User Charges Balances

Resolution No. 2006-175 Cancellation of 2006 Tax Balances

Resolution No. 2006-176 Cancelling Emergency Appropriation

Offered:

Second:

Roll Call Vote:

Date: December 14, 2006

Resolution No. 2006-169 Cancel Stale Dated Checks

BE IT RESOLVED that the following checks that are stale dated be canceled and the funds returned to the general account:

Check #3448 issued to Richard Barlotta on April 29, 2005 in the amount of \$109.68

Check #1752 issued to Warren Kuhle on February 10, 2005 in the amount of \$350.00

Check #2683 issued to Sports World on January 12, 2006 in the amount of \$1,476.00

Check #2721 issued to Steven Murietta on January 26, 2006 in the amount of \$500.00

Check #2747 issued to Steven Murietta on February 1, 2006 in the amount of \$100.00

Consent Agenda Resolution No. 2006-13

Date: January 1, 2007 (Sine die December 14, 2006)

Resolution No. 2006-170 Transfer Appropriations

WHEREAS, title 40A: 4-58 of the New Jersey Statutes provides that should it become necessary during the last two months of the fiscal year to spend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated therefore, and there shall be an excess n any appropriation over and above the amount claimed to be

necessary to fulfill the purpose of such appropriation, the Township Committee may by resolution setting forth the facts (adopted by not less than 2/3 vote of the full membership thereof), transfer the amount of such excess of those appropriations deemed to be insufficient.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of South Hackensack that the Township Treasurer be and is hereby authorized to make the following transfers in the 2006 Budget Appropriations.

	FROM	TO
<u>OPERATIONS - WITHIN "CAP"</u>		
Telephone	300.00	
<u>OPERATIONS - WITHIN "CAP"</u>		
Emergency Management – Salaries & Wages		300.00
<u>TOTAL</u>	<u>300.00</u>	<u>300.00</u>

Consent Agenda Resolution No. 2006-13

Dated: January 1, 2007 (sine die December 14, 2006)

Resolution No. 2006-171 Bills \$145,186.99

Resolution No. 2006-172 Corrective Action Plan – 2005 Audit

BE IT RESOLVED by the Township of South Hackensack, Bergen County, New Jersey, that:

WHEREAS, the 2005 Annual Audit of the Township of South Hackensack, conducted by Lerch, Vinci & Higgins, LLP, contained certain recommendations requiring action; and

WHEREAS, these recommendation have been reviewed by the Township's Chief Financial Officer; and

WHEREAS, the Chief Financial Officer, in accordance with the requirement promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendations listed by the auditor,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, that the Corrective Acton Plan for the 2005 Annual Municipal Audit, hereto attached, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that the Township Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of local Government Services.

Corrective Action Plan
2005 Audit

Finding/Condition #1: All Current Fund and General Capital Fund contracts and commitments be encumbered when awarded or incurred.

Recommendation: With the implementation of the Computerized Appropriation Ledger for the Capital Account, purchase orders will be issued when incurred or contracts awarded. Additionally, current fund recurring expenditures will be encumbered at the beginning of the year for each month.

Explanation and Corrective Action: There was an unrecorded contract payable for an improvement authorization. Additionally, recurring monthly expenses were not encumbered until the bills were received. Also, in the General Capital Account bills never encumbered bills until paid. While the expenditures were not encumbered, the accounts maintained manually were carefully monitored for compliance with the ordinances spent.

Implementation Date: 12/06

Finding/Condition # 2: The Township send quarterly statements summarizing the developers' escrow transactions in accordance with N.J.S.A. 40:55D-53.2

Recommendation: Since the Developer's and Escrow accounts were not computerized until this year, no quarterly statements were sent for accounts in excess of \$ 5,000. In 2006, there was one account which exceeded the limit and a bank separate account was established.

Explanation and Corrective Action: With the computerization of this account, statements can be printed out quarterly and mailed to the appropriate developer. There are account which is in excess of \$ 5000.00 and a separate bank account was established for this account.

Implementation Date: 12/06

Finding/Condition # 3: The Municipal Court general and bail bank accounts be reconciled in the monthly cash books and that the bail on account be in agreement with the bail bank account.

Recommendation: The court personnel now reconcile both general and bail accounts every month.

Explanation and Corrective Action: The Court Clerk and Deputy Court Clerk have worked together to prepare monthly reconciliations of both accounts.

Implementation Date: August 2006

Finding/Condition # 4: Efforts be made to evaluate improvement authorization balances in the General Capital Fund and where necessary clear of record.

Recommendation: Balances for completed projects be cleared of record.

Explanation and Corrective Action: There are balances in some completed projects. In April, 2006 a resolution was prepared cancelling these balances.

Implementation Date: 5/06

Finding/Condition #4: Continued efforts be maintained in reviewing the appropriated reserve grant balances and either spend or return unexpended balances back to the grantor.

Recommendation: Open grants be expended for the purpose for which they were granted.

Explanation and Corrective Action: There are several small grants which are old. We intend to expend these in 2006.

Implementation Date: 12/06

Finding/Condition # 5: Continued efforts be maintained to computerize the general ledger accounting system.

Recommendation: The municipality currently uses the Edmunds system for Current Fund and General Capital Ledgers. The computerization of Developer's & Escrow Accounts should be implemented so that reports can be prepared in a timely manner.

Explanation and Corrective Action: The municipality currently uses the Edmunds system for Current Fund and Capital General. A manual general ledger for all of the accounts including current and Capital is maintained. The computerization of the Developer's & Escrow Accounts should be implemented so that reports can be prepared in a timely manner. Additionally, the balances will be readily available for the users.

Implementation Date: 12/06

Finding/Condition # 6: The Developer's Escrow account transactions be computerized and that a monthly trial balance of developer's escrow balances be generated and reconciled to the monthly cash bank reconciliation.

Recommendation: The Developer's Escrow Accounts were computerized on the Edmunds System.

Explanation and Corrective Action: The computerization of the Developer's & Escrow Accounts was implemented in 2006. Prior to this, the accounts were reconciled with the manual ledger. They were always reconciled to the bank reconciliation.

Implementation Date: 12/06

Consent Agenda Resolution No. 2006-13
Date: January 1, 2007 (sine die December 14, 2006)

Resolution No. 2006-173 Approve Minutes
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BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey that the following minutes be and are hereby approved as submitted.

October 12, 2006
November 2, 2006
November 9, 2006
December 7, 2006
December 14, 2006

Consent Resolution No. 2006-13
Date: January 1, 2007 (sine die December 14, 2006)

Resolution No. 2006 - 174 Cancellation of 2006 Sewer User Charges Balances

WHEREAS certain sewer user balances exist at year-end,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack that the following balances be cancelled:

<u>Block</u>	<u>Lot</u>	<u>Amount</u>
1.01	4.10	\$ 4.09
1.01	4.17	.03
2.01	4.01	.15
2.01	4.02	.70
2.01	8.04	.71
3	23.03	1.35
15	27	3.93
33.02	9	.27
38	2	.59
39	16(1)	1.01
44	4	1.04
45.02	1(2)	.03
48	17(2)	.13
50	12	.74
52	2.01	.07
52	2.03	.31
58	1	1.61
105	4	.06

BE IT FURTHER RESOLVED THAT the following overpayments be cancelled

<u>Block</u>	<u>Lot</u>	<u>Amount</u>
1.01	4.01	\$ 4.48
1.01	4.09	.52
1.02	2	1.14
2.01	15	.58
37	11	.25
38	1	.17
42	37	.20
52	1.01	.02
52	2.02	.33
52	5	.01
54	1.02	.02
54	2.02	5.39
58	1(2)	.08
101	11.02	.03
101	13	1.06
101	13(2)	.19

101	13(3)	.03
102	40	.30
105	1	2.07
105	2.01	1.10
105	2.02	.85
105	3	1.75
105	5	1.08

Consent Agenda Resolution 2006-13
Date: January 1, 2007 (Sine die December 14, 2006)

Resolution No. 2006 – 175 Cancellation of 2006 Tax Balances
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WHEREAS N.J.S.A 54:4-91.1 requires that the Tax Collector file with the Township Committee, a list of delinquent taxes for 2006 which she believes are not collectible, and

WHEREAS, the Township Committee of the Township of South Hackensack on being satisfied that the taxes listed below are not collectible, shall by resolution release the Tax Collector from the collection thereof and order the same cancelled.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack that the following balances be cancelled pursuant to N.J.S.A. 54:4-911.

<u>Block</u>	<u>Lot</u>	<u>Amount</u>
1.05	2.01	.11
2.01	12.01	1.29
2.02	5.02	3.30
4	1	.68
7.01	25.04	1.98
13.01	3.02	1.26
15	7	.56
15	35	.03
17	31	.04
24	1	1.14
54	1.01(C00A3)	3.01
59	1.07	2.04
59	1.08	1.28

BE IT FURTHER RESOLVED THAT the following overpayments be cancelled:

<u>Block</u>	<u>Lot</u>	<u>Amount</u>
1.02	1.02	\$.37
1.04	1	.70
1.05	3.01	.10
2.02	4.02	.52
6	21	.41

7.03	2	.38
8	11	.01
9	17.02	.20
13.07	10	2.44
15	17	8.51
15	33	.41
16	49.03	2.87
17	25	2.95
20.01	11	.68
20.02	30	6.72
20.02	32	4.71
37	42	.23
38	8	.16
41	6	1.62
44	21	7.11
47	8	1.00
52	2.02	.63
58	21	.95
100	6.02	.07
100	8	1.09
100	10	1.64
101	10	1.07
102	13	9.51
105	1	2.74
105	2.01	.01
105	4	.24

Consent Agenda Resolution 2006-13
Dated: January 1, 2007 (Sine die December 14, 2006)

Resolution No. 2006-176 Cancelling Emergency Appropriation

WHEREAS the Township Committee of the Township of South Hackensack previously adopted Resolution No. 2006-161 on December 14, 2006 authorizing an emergency appropriation for Legal Services – Other Expenses \$35,000, and

WHEREAS the Township Committee of the Township of South Hackensack is desirous of cancelling the emergency appropriation since no shortage is expected in that line item,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey that Resolution No. 2006-161 authorizing an emergency appropriation for Legal Services – Other Expenses \$35,000 be and is hereby canceled.

Consent Agenda Resolution No. 2006-13
Date: January 1, 2007 (Sine die December 14, 2006)