

## **SOUTH WARREN REGIONAL POLICE COMMISSION**

**January 30, 2013**

The meeting of the South Warren Regional Police Commission was called to order by Mayor Steinhardt at 4:00 pm. The meeting was held at the Lopatcong Township Municipal Building located at 232 S. Third St., Phillipsburg, New Jersey. A silent prayer was offered followed by the Oath of Allegiance.

Mayor Steinhardt stated “adequate notice of this meeting has been provided indicating the time and place of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in The Star Gazette and The Express-Times and by posting a copy on the bulletin board in the Municipal Building.”

Present: Mayor Kern, Mayor Steinhardt, Councilwomen McCabe and Van Lieu Also present were Pohatcong Township Clerk Wanda Kutzman, Acting Chief of Police Greenemeir and Lopatcong Chief of Police Marinelli.

### **Election of Officers:**

**Chairman** – Mayor Doug Steinhardt

**Vice Chairman** – Mayor Jim Kern

Councilwoman Van Lieu made a motion to nominate Mayor Douglas Steinhardt as Chairman and Mayor Kern as Vice-Chairman seconded by Councilwoman McCabe. Roll call vote:

AYES: Councilwoman McCabe, Councilwoman Van Lieu, Mayor Kern and Mayor Steinhardt.

NAYS: None

### **Appointment of Board Secretary and Assistant Board Secretary:**

**Secretary** – Beth Dilts

**Assistant Secretary** – Wanda Kutzman

Councilwoman Van Lieu made a motion to nominate Beth Dilts as Secretary and Wanda Kutzman as Assistant Secretary, seconded by Mayor Kern. Roll call vote:

AYES: Councilwoman McCabe, Councilwoman Van Lieu, Mayor Kern and Mayor Steinhardt.

NAYS: None

### **Appointment of Chief Financial Officer:**

Councilwoman McCabe made a motion to appoint Betty Dobes as Chief Financial Officer, seconded by Councilwoman Van Lieu. Roll call vote:

AYES: Councilwoman McCabe, Councilwoman Van Lieu, Mayor Kern and Mayor Steinhardt.

NAYS: None

**Appoint Interim Public Safety Director and Assistant Public Safety Director:**

Councilwoman Van Lieu made a motion to reappoint Chief Scott Marinelli as Interim Public Safety Director and Acting Chief Jeffrey Greenemeir as Assistant Public Safety Director, seconded by Mayor Kern. Roll call vote:

AYES: Councilwoman McCabe, Councilwoman Van Lieu, Mayor Kern and Mayor Steinhardt.

NAYS: None

**Reorganization Resolutions:**

The following Resolutions were moved on motion by Councilwoman Van Lieu seconded by Councilwoman McCabe. Roll call vote:

AYES: Councilwoman McCabe, Councilwoman Van Lieu, Mayor Kern and Mayor Steinhardt.

NAYS: None

**Resolution No. 13-01** – Creation of a Joint Meeting between Township of Pohatcong and Township of Lopatcong.

R 13-01

RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION  
FOR THE CREATION OF A JOINT MEETING FOR THE OPERATION OF THE  
SOUTH WARREN REGIONAL POLICE DEPARTMENT PURSUANT TO PUBLIC  
LAW 2007, CHAPTER 63, SUBARTICLE 40A:64-14

WHEREAS, the Township of Lopatcong and the Township of Pohatcong, County of Warren and State of New Jersey have adopted separate resolutions authorizing a Joint Meeting for the creation of the South Warren Regional Police Commission; and

WHEREAS, this Joint Meeting shall be formed in accordance with P.L. 2007, Chapter 63, Subarticle 40A:65-14 to operate the South Warren Regional Police Department; and

WHEREAS, this Regional Police Department will provide police services to the Township of Lopatcong and the Township of Pohatcong.

NOW, THEREFORE, BE IT RESOLVED, that the Members of the South Warren Regional Police Commission do hereby authorize the creation of this Joint Meeting in accordance with P.L. 2007, Chapter 63, Subarticle 65-14 for the operation of the South Warren Regional Police Department to provide police services to the Township of Lopatcong and the Township of Pohatcong.

## CERTIFICATION

I, Margaret B. Dilts, Secretary of the South Warren Regional Police Commission do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the South Warren Regional Police Commission at the Organizational Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts, CMC

**Resolution No. 13-02** – Adoption of a Meeting Calendar.

R 13-02

### RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION, COUNTY OF WARREN AND STATE OF NEW JERSEY IN REGARD TO REGULAR MEETINGS FOR THE YEAR 2013

WHEREAS, Section 113 of the Open Public Meetings Act, Chapter 231 P.L. 1975, requires that at least once a year, not later than January 10<sup>th</sup>, of such year, every public body shall post and mail to the newspapers designated by said body, a schedule of the location, time and date of each meeting of said body during the succeeding year.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Lopatcong, County of Warren and State of New Jersey, as follows:

WHEREAS, all meetings shall be held the first and third Tuesday's of each month. The meeting shall be held in the Municipal Building, located at 232 S. Third Street, Phillipsburg, New Jersey at 9:00 AM prevailing time.

If the First and Third Tuesday of any month shall fall on a legal holiday, the meeting shall be held on the following day. The dates of such meetings are as follows:

#### REGULAR MEETINGS

January 30	July 2 – 16
February 5 - 19	August 6 - 20
March 5- 19	September 3 - 17
April 2 - 16	October 1- 15
May 7 - 21	November 5 - 19
June 4 - 18	December 3- 17

Reorganization Meeting – January 7, 2014

CERTIFICATION

I, Margaret B Dilts, Secretary to the South Warren Regional Police Commission, County of Warren and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Commissioners at the Reorganization Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts,  
Secretary

**Resolution No. 13-03** – Adoption of Official Newspapers.

R 13-03

RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION,  
COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING  
NEWSPAPERS TO RECEIVE NOTICES OF MEETINGS

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

WHEREAS, the second newspaper designated by this body must be one that has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the South Warren Regional Police Commission, County of Warren and State of New Jersey:

1. The STAR GAZETTE, Hackettstown, NJ is hereby designated as the official newspaper of the SWRPC to receive all notices of meetings as required under the Open Public Meeting Act.
2. The EXPRESS-TIMES has the greatest likelihood of informing the public within the jurisdictional area of this body of such meetings.

This Resolution shall take effect immediately.

CERTIFICATION

I, Margaret B Dilts, Secretary to the South Warren Regional Police Commission, County of Warren and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Commissioners at the Reorganization Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts,  
Secretary

**Resolution No. 13-04** – Designation of Depositories.

**R 13-04**

**RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE  
COMMISSION, COUNTY OF WARREN, STATE OF NEW JERSEY  
AUTHORIZING BANKING SERVICES**

**In Accordance with the by-laws, the Trustees:**

**RESOLVED**, that a bank account shall be established and maintained by and in the name of this Corporation at such Bank as the Treasurer determines (the “Bank”) for the receipt of funds donated to the Corporation; and be it

**FURTHER RESOLVED**, that all checks for payment from that account be signed on behalf of the Corporation by the Treasurer of the Corporation or by the President of the Corporation; and

**FURTHER RESOLVED**, that all checks drawn or accepted by the Corporation for payment from any account be signed on behalf of the Corporation by the Treasurer or the President; and be it

**FUTHER RESOLVED**, that all instruments relating to the borrowing of any money by this Corporation be executed on behalf of the Corporation by the Treasurer or the President; and be it

**FURTHER RESOLVED**, that any checks, drafts or other instruments for the payment of money, to be endorsed on behalf of this Corporation for deposit with or collection by the Bank, may be enforced in the name of the Corporation by written or stamped endorsement, without designation or signature of the person making that endorsement; and be it

**FURTHER RESOLVED**, that these resolutions appointing the bank and designated signatories for the payment of funds of the account are adopted and the Secretary is authorized to certify the resolutions for the forwarding to the Bank.

**Adoption of Fiscal Year for Corporation**

As per the by-laws, the Trustees:

**RESOLVED**, that the fiscal year of the Corporation shall be the calendar year.

**CERTIFICATION**

I, Margaret B. Dilts, Secretary of the South Warren Regional Police Commission, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the South Warren Regional Police Commission at the Reorganization Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts  
Secretary

**Resolution No. 13-05 – Appoint Beth Dilts as Qualified Purchasing Agent.**

R 13-05

RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION,  
COUNTY OF WARREN AND STATE OF NEW JERSEY INCREASING THE BID  
THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT  
PURSUANT TO N.J.S.A. 40A:11-3a and N.J.S.A.C. 5: 34-5 et seq.

WHEREAS, the recent changes to the Local Public Contracts Law gave local contracting units the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.S.C.5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Margaret B. Dilts, CMC possesses the designation of Qualified Purchasing Agent as issued by the Director of Local Government Services in accordance with N.J.A.C.5:34-5.; and

WHEREAS, South Warren Regional Police Commission desires to take advantage of the increased bid threshold;

NOW, THEREFORE, BE IT RESOLVED, that the South Warren Regional Police Commission in the County of Warren, in the State of New Jersey hereby increases its bid threshold to \$36,000; and

BE IT RESOLVED, that the governing body hereby appoints Margaret B. Dilts, CMC as the Qualified Purchasing Agent to exercise the duties of a purchasing agent to N.J.S.A.40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit: and

BE IT RESOLVED, that in accordance with N.J.A.C.5-34-5.2 the local unit is hereby authorized and directed to forward a certified copy of this resolution and a copy of Margaret B. Dilts' certification to the Director of the Division of Local Government Services.

CERTIFICATION

I, Margaret B. Dilts, Secretary to the South Warren Regional Police Commission, County of Warren and State of New Jersey, do hereby certify the foregoing is a true and correct copy of a Resolution adopted by the Commission at the Organizational Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts, CMC

**Resolution No. 13-06** – Appoint Beth Dilts as Public Agency Compliance Officer.

R 13-06

RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION,  
COUNTY OF WARREN AND STATE OF NEW JERSEY DESIGNATING BETH  
DILTS AS THE PUBLIC AGENCY COMPLIANCE OFFICER AS REQUIRED BY  
THE DEPARTMENT OF TREASURY, DIVISION OF CONTRACT COMPLIANCE &  
EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS

WHEREAS, the Members of the South Warren Regional Police Commission, County of Warren and State of New Jersey shall appoint Beth Dilts as Public Agency Compliance Officer as mandated by N.J.A.C. 17:27-3.2 by January 10<sup>th</sup> of each year; and

WHEREAS, Beth Dilts, Secretary to the Commission shall have the authority to serve as the point of contact for all matters concerning implementation and administration of the statute and its regulations; and

WHEREAS, Ms. Dilts will also be responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers which shall include but shall not be limited to goods and services vendors, professional service vendors and construction contractors.

NOW, THEREFORE BE IT RESOLVED that the Members of the South Warren Regional Police Commission, County of Warren and State of New Jersey approve the appointment of Beth Dilts as the P.A.C.O. for the Township for the year 2013.

#### CERTIFICATION

I, Margaret B. Dilts, Secretary of the South Warren Regional Police Commission, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Commission at the Organizational Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts, CMC

**Resolution No. 13-07** – Robert's Rules of Order.

R 13-07

RESOLUTION OF THE SOUTH WARREN REGIONAL POLICE COMMISSION,  
COUNTY OF WARREN AND STATE OF NEW JERSEY ADOPTING ROBERT'S

RULES OF ORDER AS A BASIC GUIDE FOR FAIR AND ORDERLY PROCEDURE  
IN MEETINGS

NOW, THEREFORE, BE IT RESOLVED by the Commission Members of the South Warren Regional Police Commission, County of Warren and State of New Jersey, that Robert's Rules of Order Newly Revised 11<sup>th</sup> edition is hereby adopted as parliamentary authority for procedure in meetings.

CERTIFICATION

I, Margaret B. Dilts, Secretary of the South Warren Regional Police Commission, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Commission at the Organizational Meeting held on Wednesday, January 30, 2013.

Margaret B. Dilts, CMC

**New Business:**

Establish Committees:

**Personnel Committee** – Civil Service Reconciliation et. al. – Mayor Kern and Councilwoman Van Lieu.

**Finance Committee** – Joint Operation Budget compilation and reconciliation – Mayor Kern and Mayor Steinhardt.

**Collective Bargaining Committee** – Mayor Steinhardt and Councilwoman McCabe.

**Administrative and Executive** – Bylaws, et. al. – Councilwomen Van Lieu and McCabe.

**Public Comment:**

The Commission addressed numerous questions and comments from the public.

Mayor Steinhardt asked for a motion to adjourn the meeting. Motion by Councilwoman Van Lieu, seconded by Councilwoman McCabe. All in favor.

Respectfully submitted,

Margaret B. Dilts  
Secretary

