

**TOWNSHIP OF WINFIELD
MINUTES OF THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE – AUGUST 21, 2023**

CALL TO ORDER: Mayor Koomer called the meeting to order at 7:00 p.m.

PUBLIC NOTICE: In accordance with the Open Public Meetings Act, NJSA 10:4-6 et. Seq.; Mayor Koomer read the public notice and indicated the fire exits.

PRAYER & PLEDGE OF ALLEGIANCE: Prayer led by Clerk Slowik & Pledge let by Mayor Koomer & Commissioners

ROLL CALL: Present: Mayor Koomer, Commissioner Byrne, Commissioner Reilly, Clerk Slowik, Atty. Renaud, WPD Sgt. Panzarino & WVFD Chief Dustin

Absent: WPD Chief Mazarella

APPROVAL OF MINUTES: TC Meeting 07/23/2023 & Special Meeting 07/28/2023; Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

COMMUNICATIONS: None Presented

DEPARTMENT REPORTS: As Presented – Finance 7/23 & WPD 7/23

REQUISITIONS: As Presented (\$20,656.97)

LISTED REQUISITIONS FOR THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE, AUGUST 21, 2023

REQ #	DEPARTMENT	JUSTIFICATION	AMOUNT
9130	WFD	REIMBURSEMENT FOR SUPPLIES	\$48.97
9131	WFD	PORTABLE SCENE LIGHT	\$800.00
9132	WFD	TURN OUT GEAR	\$8,168.00
9133	WFD	POWERED BATTERY FAN	\$5,000.00
9134	WFD	CHAINSAW	\$2,600.00
9135	WFD	VEHICLE MOUNT LIGHT	\$200.00
9136	WFD	GAS METER	\$775.00
9137	WPD	POLICE PATCHES AND BADGES	\$1,790.00
9138	WPD	PSYCHOLOGICAL EVALUATION NEW OFFICER	\$525.00
9143	WFD	FIRE ACADEMY	\$450.00
9144	WFD	ACADEMY UNIFORM PANTS	\$150.00
9146	WMC	SPANISH INTERPRETER	\$150.00
TOTAL:			\$20,656.97

UNLISTED REQUISITIONS: None Presented

BILLS: As Presented (\$340,911.33) Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

**List of Bills - (10001) CASH - CHECKING
Current Fund**

Check#	Vendor	Description	Payment	Check Total
8277	1138 - ACTION UNIFORMS CO.	PO 15401 2023 CLOTHING ALLOWANCE OFFICER HUGHES	683.84	
		PO 15402 2023 CLOTHING ALLOWANCE OFFICER WILSON	326.98	1,010.82
8278	1003 - ASSOCIATED HUMANE SOCIETIES	PO 15532 JULY ANIMAL CONTROL 2023	312.50	312.50
8279	1050 - ATOM	PO 15533 REMOVING & CREATING NEW MAILBOX.	57.50	57.50
8280	1141 - CHRISTOPHER JESSEN	PO 15523 ACTING PLUMBING SUBCODE OFFICAL	390.00	390.00

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8281	98 - COUNTY OF UNION - MOTOR VEHICLES	PO 15531	JULY FUEL USAGE	1,290.74	1,290.74
8282	1034 - COVERALL NORTH AMERICA, INC.	PO 15536	AUGUST CLEANING SERVICE	325.00	325.00
8283	921 - CRANFORD PUBLIC LIBRARY	PO 15519	2023 LIBRARY SERVICES	180.00	180.00
8284	48 - DELTA DENTAL PLAN OF NJ	PO 15550	AUGUST DENTAL COVERAGE	4,501.02	4,501.02
8285	1122 - ELITE EXTERIORS GC LLC	PO 15548	2023 LANDSCAPING	1,655.00	1,655.00
8286	39 - ELIZABETHTOWN GAS CO	PO 15522	NATURAL GAS SVC 6/9 - 7/12	118.58	118.58
8287	1090 - ERIC M. BERNSTEIN & ASSOCIATES, L.L.C.	PO 15538	PROSECUTOR - SERVICES RENDERED FOR JULY	300.00	300.00
8288	1059 - ESO SOLUTIONS, FH SOFTWARE	PO 15539	FH MODULAR SUPPORT CONTRACT RENEWAL: FIR	135.06	135.06
8289	1119 - JACQUELINE'S FLORIST	PO 15535	MEMORIAL DAY FLOWERS	255.00	255.00
8290	1085 - LEAF	PO 15549	SHARP MX-M3571 COPIER SYSTEM SEPTEMBER	122.00	122.00
8291	1139 - LEXIPOL	PO 15485	LEXIPOL ONLINE TRAINING MODULE	1,996.80	1,996.80
8292	1099 - MARCO TECHNOLOGIES	PO 15521	SHARP COPIER CONTRACT BASE RATE 7/9/23 -	91.86	91.86
8293	1110 - MELANIE SLOWIK	PO 15530	2023 VISION REIMBURSEMENT	750.00	750.00
8294	831 - NEW JERSEY DOOR WORKS.INC	PO 15487	NJDCA FD GRANT - REPLACING & REPAIRING D	13,235.00	13,235.00
8295	190 - NJ ALCOHOLIC BEVERAGE CONTROL	PO 15524	2023-2024 LIQUOR LICENSE RENEWAL	3.00	3.00
8296	978 - NJ FAMILY MEDICAL DR.LUKENDA, D.O.	PO 15541	MEDICAL EXAMS	600.00	600.00
8297	991 - NJMS GLOBAL TUBERCULOSIS INSTITUTE	PO 15546	WINFIELD 1/1/23 -9/30/23 TB SERVICES	412.50	412.50
8298	983 - PRINCETON HOSTED SOLUTIONS	PO 15543	AUGUST PHONE SERVICE	783.43	783.43
8299	72 - PSEG	PO 15528	ELECTRIC 6/8 - 7/7	2,681.29	2,681.29
8300	1056 - RAUL PINTO	PO 15512	SPANISH INTERPRETER 6/27/23 COURT SESSIO	150.00	150.00
8301	992 - RENAUD & COLICCHIO LLC	PO 15547	RETAINER FOR JULY	1,000.00	1,000.00
8302	468 - SCOTT MITZNER	PO 15502	PUBLIC DEFENDER SERVICES 7/11/23	250.00	250.00
8303	99 - SR.CITIZENS OF WINFIELD	PO 15517	(022-331) RECREATION, SOCIAL EVENTS/REFE	1,462.88	1,462.88
8304	171 - STATE OF NEW JERSEY	PO 15540	2023 DEPARTMENT OF LABOR ASSESSMENT FEE	42.00	42.00
8305	166 - THE HOME NEWS & TRIBUNE	PO 15534	AUGUST NEWSPAPER SUBSCRIPTION	59.00	59.00
8306	166 - THE HOME NEWS & TRIBUNE	PO 15542	SPECIAL MEETING AND SALARY ORDINANCE	62.01	62.01
8307	1140 - TROPICANA CASINO & RESORT	PO 15518	2023 CONVENTION 11/13 - 11/16	768.00	768.00
8308	531 - UNION COUNTY CLERK	PO 15527	2023 PRIMARY ELECTION POSTAGE / PROVISIO	305.97	305.97
8309	841 - UNUM LIFE INS. CO OF AMERICA	PO 15529	AUGUST LONG TERM DISABILITY INS	494.17	494.17
8310	32 - VERIZON	PO 15520	FIOS 7/10 - 9/9	319.98	319.98
8311	32 - VERIZON	PO 15537	COURT ROUTER 8/2 - 9/1 FOR ZOOM SESSION	139.65	139.65
8312	452 - VERIZON WIRELESS	PO 15525	CELL PHONE AND AIR CARDS 7/16 - 8/15	324.88	324.88
8313	994 - WB MASON CO., INC	PO 15511	Blizzard™ Natural Spring Water Jug, 5-Ga	44.70	44.70

TOTAL

36,630.34

WIRE TRANSFERS

WIRE TRANSFER - SCHOOL TAXES FOR AUGUST	\$284,147.67
WIRE TRANSFER - PBA DUES FOR AUGUST	\$500.00
WIRE TRANSFER - OPEN SPACE TAXES 3rd QTR	\$617.94
WIRE TRANSFER - COUNTY PURPOSE TAXES 3rd QTR	\$14,431.45
WIRE TRANSFER - GIORDANO RECYCLING JULY	\$4,583.93

WIRE TRANSFERS = \$ 304,280.99

TOTAL PAID FORM CURRENT FUND = \$ 36,630.34

GRAND TOTAL = \$ 340,911.33

UNLISTED BILLS: None Presented

COMMITTEE REPORTS: None Presented

UNFINISHED BUSINESS: As Presented

SWEARING IN OF PATROLMAN STEPHEN LEIGHT TO THE WINFIELD POLICE DEPARTMENT: Attorney Renaud swore in officer Stephen Leicht

NEW BUSINESS: As Presented

Township Ordinance 461 - Ordinance Establishing Restricted Areas in Buildings Where Municipal Operations are Conducted Limited to Authorized Employees to Protect and Safeguard Public Records Containing Personally Identifiable Information - 1st Reading: A motion to move the approval of the draft of the Ordinance was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

A motion to take up the Ordinance on 1st Reading by Title was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

A motion to read by Title Ordinance passed on 1st Reading was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

A motion that the Ordinance be taken up on 2nd and final reading for approval and adoption at the next regular meeting of the Township Committee to be held on September 18, 2023 at 7:00PM in the Municipal Building was

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made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.

-Clerk instructed to have the Ordinance published in its entirety before the next meeting. Also, to be posted on the bulletin board.



**TOWNSHIP OF WINFIELD - # 461
COUNTY OF UNION, STATE OF NEW JERSEY
AN ORDINANCE ESTABLISHING RESTRICTED AREAS IN BUILDINGS WHERE MUNICIPAL
OPERATIONS ARE CONDUCTED LIMITED TO AUTHORIZED EMPLOYEES TO PROTECT AND
SAFEGUARD PUBLIC RECORDS CONTAINING PERSONALLY IDENTIFIABLE INFORMATION**

WHEREAS, the Township of Winfield officials and employees have a responsibility to maintain and safeguard public records that consist of confidential information; and

WHEREAS, to adequately comply with the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, and comply with the statutorily defined responsibilities, the maintenance and custody of specific records are required; and

WHEREAS, municipal officials assigned this responsibility include, but are not limited to; the Municipal Clerk, the Police Chief, the Chief Financial Officer, the Tax Collector, the Tax Assessor, the Construction Code Officer, and the Board of Health Secretary; and

WHEREAS, the responsibility for the maintenance and safeguarding of records, reports, documents and information in municipal offices may not be available for immediate public view since they may contain personal information, phone numbers, social security numbers, dates of birth and other confidential information; and

WHEREAS, securing these records maintains the integrity of this information and when an OPRA request is received, and it is determined that a requestor is entitled to the record(s), the record(s) can be released individually and redacted as required by law; and

WHEREAS, securing and keeping these records confidential will support a safe workplace while balancing public access to the Township Building; and

WHEREAS, the Township cannot expect municipal employees to physically intervene to protect a record, or other Township assets or personal belongings, and creating secure areas with clear signage will help deter persons from collecting records that they are not entitled to receive without following the process required by OPRA; and

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

Section 1. The Township of Winfield shall be required to post signs outside of offices which read, "Restricted Area, Authorized Employees Only".

Section 2. Persons that trespass these posted, protected offices may be subject to prosecution under N.J.S.A. 2C-18-3.

Section 3. This ordinance shall become effective twenty (20) days after final passage and advertisement thereof as required by law.

INTRODUCTION						COMMITTEE MEMBER			FINAL ADOPTION					
Moved	Second	Aye	Nay	Absent	NP				Moved	Second	Aye	Nay	Absent	NP
						JOSEPH P. BYRNE								
						ROBERT F. REILLY								
						MAYOR ADAM D. KOOMER								
Introduced: August 21 st , 2023						I hereby certify the above ordinance was adopted by the Township Committee of the Township of Winfield, County of Union, State of New Jersey on the aforementioned date. _____ Melanie Slowik, Acting Township Clerk								
Publication: August 28 th , 2023														
Final Adoption: Sept. 18 th , 2023														
Publication: Sept. 25 th , 2023														

Resolution # 23-39 AUDIT CORRECTIVE ACTION PLAN – 2022 AUDIT: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION 23-39
COUNTY OF UNION, STATE OF NEW JERSEY
AUDIT CORRECTIVE ACTION PLAN – 2022 AUDIT**

WHEREAS, the Winfield Township Committee is in receipt of the 2022 Report of Audit for the period ending December 31, 2022; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document in August 2023; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Winfield that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

Adopted by the Township Committee on August 21, 2023

Corrective Action Plan

Winfield Township

County of Union

Audit Report Year: 2022

Prepared by: Leonard Ho – Chief Financial Officer

Recommendation:

That IRS form 1099 be issued when required by IRS regulations.

Explanation and Corrective Action:

IRS for 1099 will be issued to all officers received clothing allowance in excess of \$600, and Chief of Police is required to retain back up to support purchases.

Implementation Date:

Immediately

Dated: August 21, 2023

	MOVED	ABSENT	PRESENT	AYES	NOES	ABSTAIN
MAYOR ADAM D. KOOMER						
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023.

Melanie Slowik, Acting Twp. Clerk

Resolution # 23-40 GOVERNMENT COMMUNITY CLOUD OFFICE 365 LIFTOFF LLC: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION 23-40
COUNTY OF UNION, STATE OF NEW JERSEY
GOVERNMENT COMMUNITY CLOUD OFFICE 365
LIFTOFF LLC**

08.21.2023

WHEREAS, a contract offer has been received for Office 365 agreement for 2023 in the amount of \$1,008.00 for yearly licenses (21); and

WHEREAS, this agreement is for twelve (12) months to begin November 2023 and to include 21 licenses for a cost of \$1,008.00; and

WHEREAS, this agreement is used only to provide Office 365, includes troubleshooting to prevent, find and fix problems with Office 365 operations. It also includes improving features for finding and protecting against threats to users; and

WHEREAS, additional license can be purchase for additional cost and will be pro-rated; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and/or Clerk be authorized to enter into agreement with:

**LIFTOFF LLC
1667 PATRICE CIRCLE
CROFTON, MD 21114**

Dated: August 21, 2023

	MOVED	SECONDED	AYES	NAYS	ABSENT	I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023. Melanie Slowik, Acting Twp. Clerk
MAYOR ADAM D. KOOMER						
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

Resolution # 23-41 HANDICAPPED PARKING PRIVILEGES: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION #23-41
COUNTY OF UNION, STATE OF NEW JERSEY
HANDICAPPED PARKING PRIVILEGES**

BE IT RESOLVED, by the Township Committee of the Township of Winfield, that a handicapped parking place is hereby established nearby:

21 Seafoam Avenue

BE IT RESOLVED, that anyone with a government issued handicapped placard is permitted to park in this established handicapped parking spot; and

NOW THEREFORE BE IT RESOLVED, that the said handicapped parking space area is to be posted with proper signs.

Dated: August 21, 2023

	MOVED	SECONDED	AYES	NAYS	ABSENT	I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023. Melanie Slowik, Acting Twp. Clerk
MAYOR ADAM D. KOOMER						
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

Resolution # 23-42 HANDICAPPED PARKING PRIVILEGES: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION #23-42
 COUNTY OF UNION, STATE OF NEW JERSEY
 HANDICAPPED PARKING PRIVILEGES**

BE IT RESOLVED, by the Township Committee of the Township of Winfield, that a handicapped parking place is hereby established nearby:

4 Wavecrest Avenue

BE IT RESOLVED, that anyone with a government issued handicapped placard is permitted to park in this established handicapped parking spot; and

NOW THEREFORE BE IT RESOLVED, that the said handicapped parking space area is to be posted with proper signs.

Dated: August 21, 2023

	MOVED	SECONDED	AYES	NAYS	ABSENT	
MAYOR ADAM D. KOOMER						I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023. Melanie Slowik, Acting Twp. Clerk
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

Resolution # 23-43 HANDICAPPED PARKING PRIVILEGES: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION #23-43
 COUNTY OF UNION, STATE OF NEW JERSEY
 HANDICAPPED PARKING PRIVILEGES**

BE IT RESOLVED, by the Township Committee of the Township of Winfield, that a handicapped parking place is hereby established nearby:

70 Wavecrest Avenue

BE IT RESOLVED, that anyone with a government issued handicapped placard is permitted to park in this established handicapped parking spot; and

NOW THEREFORE BE IT RESOLVED, that the said handicapped parking space area is to be posted with proper signs.

Dated: August 21, 2023

	MOVED	SECONDED	AYES	NAYS	ABSENT	
MAYOR ADAM D. KOOMER						I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023. Melanie Slowik, Acting Twp. Clerk
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

Resolution # 23-44 HANDICAPPED PARKING PRIVILEGES: Motion was made by Commissioner Byrne and Seconded by Commissioner Reilly, with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION #23-44
COUNTY OF UNION, STATE OF NEW JERSEY
HANDICAPPED PARKING PRIVILEGES**

BE IT RESOLVED, by the Township Committee of the Township of Winfield, that a handicapped parking place is hereby established nearby:

16 Atlantic Dr

BE IT RESOLVED, that anyone with a government issued handicapped placard is permitted to park in this established handicapped parking spot; and

NOW THEREFORE BE IT RESOLVED, that the said handicapped parking space area is to be posted with proper signs.

Dated: August 21, 2023

	ADOPTED	RECORDED	INDEXED	FILED	CLERK	I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on August 21, 2023. Melanie Slowik, Acting Twp. Clerk
MAYOR ADAM D. KOOMER						
COMM. JOSEPH P. BYRNE						
COMM. ROBERT F. REILLY						

- **LGCCC – Winfield PTO Findings & Determinations #s 478 & 479**
- **Handicap Application has been submitted for review for 35C Wavcrest**
- **Accepting notice of retirement for Electrical Subcode Official & Electrical Inspector Paul Kobliska**

CITIZEN’S FORUM: Chief Dustin of the WFVD requested consideration for a possible candidate to be appointed with a 6-month probationary period; asked for a discussion to be had next year to offset the costs of overtime and payment for police/security.

In response to a resident’s letter presented at our last meeting “attendance at the procession for the fallen Newark Firemen”. PD Chief Mazzaella and Fire Chief Dustin responded. PD Chief Mazzaella had attended and members from the volunteer FD attended as well.

Commissioner Byrne thanked the WVFD for their participation in the “wet down” for the children’s end of summer program.

No Further Comment from the public.

ADJOURNMENT: There being nothing further to come before the Township Committee, Mayor Koomer called for a motion to adjourn; Roll call vote, unanimous, affirmative.

TIME: 7:10 p.m.

Respectfully submitted

Melanie Slowik
Acting Township Clerk