

**TOWNSHIP OF WINFIELD
MINUTES OF THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE – SEPTEMBER 6, 2022**

CALL TO ORDER: Mayor Reilly 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 Reilly read the public notice and indicated the fire exits.

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

APPROVAL OF MINUTES: RMTC 08/115/2022; Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne, with all members present voting in the affirmative.

COMMUNICATIONS: None Presented

DEPARTMENT REPORTS: Finance 8/22; WPD 8/22 & WVFD 7/22

REQUISITIONS: As Presented (\$1,681.66); Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne with all members present voting in the affirmative.

LISTED REQUISITIONS FOR THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE, SEPTEMBER 6, 2022

REQ #	DEPARTMENT	JUSTIFICATION	AMOUNT
8680	WPD	PSYCHOLOGICAL EVALUATION	\$525.00
8681	WPD	RANDOM DRUG TESTING	\$45.00
8682	WPD	LICENSE RENEWAL	\$787.50
8683	COURT	WEBCAM	\$35.98
8684	COURT	CD COURT RECORDING	\$51.36
8685	WPD	ID CARDS	\$170.83
8686	COURT	COPY PAPER	\$65.99

TOTAL: 1,681.66

UNLISTED REQUISITIONS: None Presented

BILLS: As Presented (\$293,586.01); Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne with all members present voting in the affirmative.

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

Check#	Vendor	Description	Payment	Check Total
7857	921 - CRANFORD PUBLIC LIBRARY	PO 15092 2022 LIBRARY SERVICES	120.00	120.00
7858	48 - DELTA DENTAL PLAN OF NJ	PO 15089 SEPTEMBER DENTAL COVERAGE	1,616.44	1,616.44
7859	39 - ELIZABETHTOWN GAS CO	PO 15085 NATURAL GAS SVC 7/12 - 8/11	87.92	87.92
7860	844 - LIFESAVERS INC.	PO 15053 ADULT DEFIBRILLATION PAD DEFIBTECH AED D	69.44	69.44
7861	978 - NJ FAMILY MEDICAL DR. LUKENDA, D.O.	PO 15088 PRE EMPLOYMENT EXAMS -POLICE OFFICER WIL	200.00	200.00
7862	72 - PSEGG	PO 15086 AUGUST ELECTRIC	2,779.30	2,779.30
7863	32 - VERIZON	PO 15091 FIOS 8/10 - 9/9	159.99	159.99
7864	994 - WE MASON CO., INC	PO 15062 FILE FOLDERS	36.98	36.98
7865	994 - WE MASON CO., INC	PO 15083 FAX MACHINE TONER TN460	57.98	57.98
7866	319 - WIELKOTE & COMPANY, LLC	PO 15090 ACCOUNTING SERVICE RENDERED IN REGARDS T	4,175.00	4,175.00
TOTAL				9,303.05

7853	W.W. GRAINGER, INC.	PO# 15037 CAM AND GROOVE ADAPTER: 3IN COOPLI	62.88	8/16/2022
7854	SR.CITIZENS OF WINFIELD	PO# 15093 (021-331) RECREATION, SOCIAL EVENT	2,489.78	8/31/2022
7855	SR.CITIZENS OF WINFIELD	PO# 15094 (021-331) Bus for social event	1,050.00	8/31/2022
7856	LEAF	PO# 15095 SHARP MX-M3571 COPIER SYSTEM SEPT	122.00	9/01/2022
			3,724.66	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 10 Current Fund	3,724.66	9,303.05	13,027.71
BILLS LIST TOTALS	3,724.66	9,303.05	13,027.71

WIRE TRANSFERS

WIRE TRANSFER - SCHOOL TAXES FOR SEPTEMBER	\$278,416.00
WIRE TRANSFER - PBA DUES FOR SEPTEMBER	\$450.00
WIRE TRANSFER- GIORDANO FOR AUGUST	<u>\$1,692.30</u>
	\$280,558.30

WIRE TRANSFERS = \$ 280,558.30
TOTAL PAID FORM CURRENT FUND = \$ 13,027.71
GRAND TOTAL = \$ 293,586.01

UNLISTED BILLS: As Presented (\$1,302.36); Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne with all members present voting in the affirmative.

UNLISTED BILL FOR THE REGULAR MEETING OF
THE TOWNSHIP COMMITTEE, SEPTEMBER 6, 2022

CHECK #	DEPARTMENT	JUSTIFICATION	AMOUNT
7867	A&E	EXAM	\$50.00
7868	A&E	INSURANCE	\$1,252.36

TOTAL \$1,302.36

COMMITTEE REPORTS: None Presented

UNFINISHED BUSINESS: None Presented

NEW BUSINESS:

Resolution 22-38 Audit Corrective Action Plan - 2021 Audit: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION 22-38
COUNTY OF UNION, STATE OF NEW JERSEY
AUDIT CORRECTIVE ACTION PLAN - 2021 AUDIT**

WHEREAS, the Winfield Township Committee is in receipt of the 2021 Report of Audit for the period ending December 31, 2021; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on September 2022; 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.

BE IT FURTHER RESOLVED that this resolution take effect immediately upon its adoption

Adopted by the Township Committee on September 6, 2022

I, Melanie Slowik, Acting Township Clerk of the Township of Winfield, County of Union, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee on September 6, 2022.

Melanie Slowik, Acting Township Clerk

Dated: September 6, 2022

	MOTIONED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
MAYOR ROBERT F. REILLY						
COMMISSIONER ADAM D. KOOMER						
COMMISSIONER JOESPH P. BYRNE						

I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on September 6, 2022

Melanie Slowik, Acting Township Clerk

Corrective Action Plan

Winfield Township

County of Union

Audit Report Year: 2021

Prepared by: Leonard Ho – Chief Financial Officer

1. Finding:

The Annual Financial Disclosure form was not filed for one individual required to file it.

Recommendation:

That the Financial Disclosure Forms be filed by all required individuals.

Explanation and Corrective Action:

Township Acting Clerk will remind and follow up with all individuals that are required to file the Annual Financial Disclosure form.

Implementation Date:

Immediately

Resolution 22-39 Certification of the Annual Audit: Motion was made by Commissioner Koomer and Seconded by Commissioner Byrne with all members present voting in the affirmative.



**TOWNSHIP OF WINFIELD RESOLUTION 22-39
COUNTY OF UNION, STATE OF NEW JERSEY
CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year (*insert fiscal year*) has been filed by a Registered Municipal Accountant with the (*insert "Clerk of the Board of Freeholders" or "Municipal Clerk"*) pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township of Winfield of the (*name of local unit*), hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON SEPTEMBER 6, 2022.

Clerk

Dated: September 6, 2022

	MOTIONED	SECONDED	AYES	NAVS	ABSENT	ABSTAIN	I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on September 6, 2022 Melanie Slowik, Acting Township Clerk
MAYOR ROBERT F. REILLY							
COMMISSIONER ADAM D. KOOMER							
COMMISSIONER JOESPH P. BYRNE							

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL
AUDIT
GROUP AFFIDAVIT FORM**

STATE OF NEW JERSEY
COUNTY OF UNION

We, members of the Township Committee of the Township of Winfield of, in the County of Union, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Township Committee, of the Township of Winfield in the county of Union;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year *(insert year)*;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)
(L.S.)	(L.S.)

Sworn to and subscribed before me this _____ day of _____
Notary Public of New Jersey

Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

LGCCC: Winfield School PTO Findings & Determination #468 & #469

LGCCC: Winfield VFD Findings & Determinations # 470

CITIZEN'S FORUM:

WVFD Chief Dustin asked about grants; having a grant writer; Commissioner Byrne and Koomer responded to his concerns. We are awaiting information from the DCA for further information. Radios were discussed.

No one else from the public wished to speak.

ADJOURNMENT: There being nothing further to come before the Township Committee, Mayor Reilly

Roll call vote, unanimous, affirmative.

TIME: 7:19 p.m.

Respectfully submitted

Melanie Slowik
Acting Township Clerk

09.06.2022