

- Regular The Regular Meeting of the Harmony Township Committee was called to order by the Mayor. The Mayor made the following announcement: "Adequate notice of this meeting was given in accordance with the Open Public Meetings Act by providing a notice of the meeting to the Express-Times and Star Ledger posting a copy thereof on the Township bulletin board and filing a copy thereof in the office of the Municipal Clerk." The Pledge of Allegiance to the American Flag was led by the Mayor.
- Roll Call Tipton, Yamrock, Cornely
- Consent Agenda Motion by Yamrock, seconded by Cornely and carried unanimously by roll call to approve the consent agenda that included the following items:
Roll Call: Ayes: Tipton, Yamrock, Cornely Nays: none
- Reports Attorney, Engineer, Zoning written reports were reviewed.
- Minutes August 9, 2022 were approved.
- Resolution **R:22-31**

**RESOLUTION OF THE TOWNSHIP OF HARMONY,
COUNTY OF WARREN, STATE OF NEW JERSEY
TO REFUND OVERPAYMENTS FOR BLOCK 14 LOT 4 QFARM.**

WHEREAS, the Township of Harmony has reassessed and has determined that due to an over assessment Block 14 Lot 4 QFARM has an overpayment; and

WHEREAS, the overpayments totaling \$566.22 due to an overpayment made for 2022:

NOW THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Harmony hereby authorizes the refund of \$566.22 to:

ENZ CAPITAL INVESTMENT, LLC
4302 13TH AVE SOUTH#4156
FARGO, ND 58103

CERTIFICATION:

I, Kelley Smith, RMC of the Township of Harmony, County of Warren, State of New Jersey, do hereby certify this resolution was adopted at a Regular Meeting of the Township Committee at a meeting held on September 6, 2022.

Kelley Smith, RMC
Township Clerk

**TOWNSHIP OF HARMONY
WARREN COUNTY
AUDIT REPORT YEAR: 2021**

**CORRECTIVE ACTION PLAN
R:22-32**

Whereas, the Township Committee of Harmony has received and reviewed the Annual Audit Report for the Year 2021 and;

Whereas, the Chief Financial Officer has prepared the following corrective action plan in accordance with the reports findings as follows;

Recommendation #1:

Description: An adequate segregation of duties be maintained with respect to the recording and treasury functions.

Analysis: The Township is a part of a shared service agreement with White Township for one (1) CFO/QPA part-time position. Harmony does not employ additional staff as it is unnecessary for the workload.

Corrective Action:

The Governing Body is aware of the lack of segregation of duties. The governing body will review its employment practices to determine if additional personnel are necessary.

Expected Date:

No additional hiring is anticipated at this time.

Recommendation #2:

Description: The purchase orders are authorized and follow the proper procedure before making a purchase, that when goods are received, the goods are signed off on the related purchase order by the appropriate person and that the township keep a compiled list of bills to be approved at Township Committee meetings.

Analysis: Due to the ongoing COVID-19 Pandemic, the committee was conducting virtual meetings in order to limit the people inside the Municipal Building. A bills list was prepared prior to each meeting and approved at the meeting. The purchase orders were signed at a later date.

Corrective Action:

Normal operations resumed in 2022 and this is not expected to be an issue in the future.

Expected Date:

Immediately.

Recommendation #3:

Description: The Township discontinue usage of the credit card.

Analysis: The DPW purchases gasoline with a bank card as it does not have a tank at the DPW yard.

Corrective Action:

The credit card will be discontinued when a tank is able to be installed at the DPW yard.

The Township has installed the tanks and the bank credit card has been canceled.

Expected Date:
Mid 2022

Recommendation #4:

Description: Bank reconciliations are prepared monthly.

Analysis: The CFO was not preparing bank reconciliations on a monthly basis.

Corrective Action:
The CFO will prepare bank reconciliations on a monthly basis.

Expected Date: January 2022

Recommendation #5:

Description: Amounts due to the Unemployment Trust Fund are turned over from the Payroll Agency Account and recorded in the General Ledger during the year.

Analysis: The CFO calculated the amount due to the Unemployment Trust Fund, however, did not transfer the funds by 12/31/2021.

Corrective Action:
The CFO will clear the Unemployment Trust Fund interfund.

Expected Date: January 2022

Recommendation #6:

Description: Township receipts are deposited within forty-eight hours of being collected.

Analysis: Funds were not being deposited within forty-eight hours of receipt as required by law.

Corrective Action:
Funds will be deposited within forty-eight hours of receipt.

Expected Date:
Immediately

Recommendation #7:

Description: Deposits for the dog fund include detailed backup of dog tags sold and amount collected to support amount deposited.

Analysis: The dog licensing official did not supply the CFO with detailed back up for the bank reconciliations.

Corrective Action:
The dog licensing official will provide the CFO with detailed back up for the bank reconciliations.

Expected Date: January 1, 2022

Prepared by: _____
Kathleen R. Reinalda, CFO
Cert. # N-0631

I, Kelley D. Smith, Municipal Clerk of the Township of Harmony, do hereby certify the foregoing to be a true copy of a Resolution adopted by the Harmony Township Committee at a meeting held on September 6, 2022.

Kelley D. Smith
Municipal Clerk

Correspondence

1. New Jersey Senate: Thank you for sending a copy of Resolution R:22-29
2. Warren County Department of Human Services: Notice of Public Hearing – 2023 Casino Revenue Grant
3. Copy of Fox Farm Road Section 2 Resurfacing Transmittal of Documents sent to NJDOT

New Business

1. Motion by Yamrock, seconded by Cornely and carried by roll call to enter in the Rights-Of-Way Agreement with Everstream Telecommunications Services
Roll Call: Ayes: Tipton, Yamrock, Cornely
2. Flood Damage Prevention Ordinance Revision Recommendations from NJDEP. This will require Engineer review and input.

Old Business

1. Motion by Yamrock, seconded by Cornely and unanimously carried by all in favor to open to the public the consideration and public hearing for Ordinance O:22-4; an Ordinance Appropriating the Sum of not more than \$16,000.00 from the Capital Improvement Fund of the General Capital Account in Connection with the Purchase and Installation of a Heat Furnace to be Installed in the Harmony Township Volunteer Fire Company.

There were no public comments

Motion by Yamrock, seconded by Cornely and unanimously carried by all in favor to close to the public the consideration and public hearing

Motion by Yamrock, seconded by Cornely and carried by roll call to adopt Ordinance O:22-4
Roll Call: Ayes: Tipton, Cornely, Yamrock Nays: none

2. Motion by Yamrock, seconded by Cornely and unanimously carried by all in favor to open to the public the consideration and public hearing for Ordinance O:22-5; an Ordinance Appropriating the Sum of not more than \$150,000.00 from the Capital Improvement Fund of the General Capital Account in Connection with Road Projects

There were no public comments

Motion by Yamrock, seconded by Cornely and unanimously carried by all in favor to close the public the consideration and public hearing

Motion by Yamrock, seconded by Cornely and carried by roll call to adopt Ordinance O:22-5.
Roll Call: Ayes: Tipton, Cornely, Yamrock Nays: none

- Vouchers Motion by Cornely, seconded by Tipton and carried by all in favor to approve the vouchers.
- Public
Comments Doug Lipot, Brainards area resident, complained about the property located next to him. It is overgrown, there are trees falling on his fence from it and a shed that has fallen down. He would like it cleaned up. He has been complaining about it for awhile now. The Township cleaned up the neighboring vacant property and they should also take care of this. It was taken under consideration by the Committee and Mr. Cornely and Road Supervisor Hoffman will look at it to see what can be done and what rights the Township has to go onto the property. It was stated that there is a formal municipal complaint filed in the court by the Zoning officer for this property also. There has been some confusion on the address of the person in charge because it is in an estate.
- Harmony resident Kyle Frankenfield and Rich Klinger a representative of Disc Golf were present and discussed the opportunity for a disc golf course at the recreation site. They spoke about the game, how it would be built and maintained and provided a plan with cost estimates for the committee to consider. The committee took it under consideration and will review all the material and see how it could coordinate with the walking path project.
- Community Day Mrs. Yamrock announced that the fireworks would be postponed this year due to the drought conditions.
- Adjourn Motion by Yamrock, seconded by Yamrock to adjourn the meeting at this time. The motion was carried unanimously by all in favor.

Kelley Smith, Municipal Clerk