

DOWNE TOWNSHIP COMMITTEE  
REORGANIZATION MEETING  
JANUARY 2, 2024 at 10:00 A.M.

The Downe Township Committee met in the Meeting Room of the Municipal Complex on Tuesday, January 2, 2024 at 10:00 a.m. Committee members present were Edward Bart, Stephen Byrne, Robert Campbell, Larry Jordan, and Michael L. Rothman. Solicitor Nathan VanEmbden was present.

CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE / STATEMENT  
REGARDING COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT

Committeeman Michael L. Rothman called the meeting to order; led the Pledge of Allegiance and stated that the meeting was being held in compliance with the Open Public Meetings Act.

RESOLUTIONS

R-01-2024     *Appointing Nathan VanEmbden, Esquire the Municipal Solicitor for a One (1) Year Term*

A motion was made by Jordan and seconded by Campbell to adopt Resolution No. R-01-2024.

Roll Call:

Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0

Vote: All in favor

ADMINISTER OATH OF OFFICE

Edward Bart and Stephen Byrne were sworn into office by Nathan VanEmbden, Municipal Solicitor, and will serve as members of the Downe Township Committee for a three (3) year term (2024 – 2026).

NOMINATION/APPOINTMENT OF MAYOR BY TOWNSHIP COMMITTEE

Mr. Campbell nominated Michael L. Rothman for the position of Mayor. A motion was made by Campbell and seconded by Byrne to nominate/appoint Michael L. Rothman, Mayor of the Township of Downe for the year 2024. There were no other nominations.

ROLL CALL

As it pertains to the nomination of Michael L. Rothman as Mayor for the year 2024.

Roll Call:     Aye – Bart, Byrne, Jordan, Campbell, and Rothman  
Nay – 0

ADMINISTER OATH OF OFFICE

Municipal Solicitor Nathan VanEmbden administered the oath of office to Mayor Michael L. Rothman.

NOMINATION/APPOINTMENT OF DEPUTY MAYOR BY TOWNSHIP COMMITTEE

Mr. Campbell nominated Larry Jordan for the position of Deputy Mayor. A motion was made by Campbell and seconded by Bart to nominate/appoint Larry Jordan, Sr. Deputy Mayor of the Township of Downe for the year 2024. There were no other nominations.

ROLL CALL

As it pertains to the nomination of Larry Jordan, Sr. as Deputy Mayor for the year 2024.

Roll Call: Aye – Bart, Byrne, Jordan, Campbell, and Rothman  
Nay – 0

ADMINISTER OATH OF OFFICE

Municipal Solicitor Nathan VanEmbden administered the oath of office to Deputy Mayor Larry Jordan, Sr.

ROLL CALL OF 2024 TOWNSHIP COMMITTEE MEMBERS

Present – Bart, Byrne, Campbell, Jordan, and Rothman

RESOLUTIONS

- R-02-2024 *Appointing Engineering Design Associates, the Municipal Engineer for a One (1) Year Term*
- R-03-2024 *Appointing Engineering Design Associates, the Stormwater Management Manager for a One (1) Year Term*
- R-04-2024 *Designating Engineering Design Associates as Public Agency Compliance Officer for a One (1) Year Term*
- R-05-2024 *Appointing Ford Scott & Associates, LLC, Municipal Accountant for a One (1) Year Term*
- R-06-2024 *Designating Municipal Depositories for the Township of Downe*
- R-07-2024 *Cash Management Plan*
- R-08-2024 *Establishing 2024 Meeting Dates for the Downe Township Committee*
- R-09-2024 *Designating Official Newspapers for the Township of Downe*
- R-10-2024 *Resolution Appointing Office of Emergency Management (OEM) Deputy Coordinator of the Township of Downe*
- R-11-2024 *Resolution of Downe Township Committee Per N.J.S.A. 54:4-67 and 54:5 et al., Fixing Delinquency Rate and Penalty and Enforcement of Delinquent Taxes and Assessments*
- R-12-2024 *Resolution Designating 2024 Holiday Observances*
- R-13-2024 *Resolution Adopting the 2024 Temporary Budget*
- R-14-2024 *Resolution Authorizing Professional Services Agreement with James M. Rutala Associates, LLC as Grant Program Coordinator for One (1) Year Term*
- R-15-2024 *Resolution Appointing Bond Counsel*
- R-16-2024 *Resolution Appointing Animal Control Officer for the Township of Downe*
- R-17-2024 *Resolution Appointing Tax Map Maintenance Land Surveyor for a One (1) Year Term*

- R-18-2024     *Resolution Appointing a Risk Management Consultant for the Atlantic County Municipal Joint Insurance Fund*
- R-19-2024     *Resolution Appointing Safety Coordinator for Municipal Joint Insurance Fund*
- R-20-2024     *Resolution Appointing Municipal Joint Insurance Fund Commissioner*
- R-21-2024     *Resolution Appointing Pest Control Services for the Township of Downe*
- R-22-2024     *Resolution Authorizing the Mayor to Appoint Department Heads for the Township of Downe*
- R-23-2024     *Approving an Agreement with the Downe Township Seniors, Inc., and the Township of Downe to Use the Premises for Public Purpose and Authorizing the Mayor and Municipal Clerk to Execute Agreement*
- R-24-2024     *Resolution of Appointments for the Township of Downe*
- R-25-2024     *Resolution Appointing Alternate Fund Commissioner to Atlantic County JIF for the Township of Downe*

A motion was made by Campbell and seconded by Jordan to adopt Resolution No. R-02-2024.

Roll Call:     Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
                   Nay – 0  
                   Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution Nos. R-03-2024 and R-04-2024.

Roll Call:     Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
                   Nay – 0  
                   Vote: All in Favor

A motion was made by Byrne and seconded by Jordan to adopt Resolution No. R-05-2024.

Roll Call:     Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
                   Nay – 0  
                   Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-06-2024.

Roll Call:     Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
                   Nay – 0  
                   Vote: All in Favor

A motion was made by Jordan and seconded by Campbell to adopt Resolution No. R-07-2024.

Roll Call:     Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
                   Nay – 0  
                   Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-08-2024 and R-09-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-10-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Jordan and seconded by Campbell to adopt Resolution No. R-11-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Jordan to adopt Resolution No. R-12-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Jordan and seconded by Campbell to adopt Resolution No. R-13-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Bart and seconded by Jordan to adopt Resolution No. R-14-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Bart and seconded by Jordan to adopt Resolution No. R-15-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-16-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Bart to adopt Resolution No. R-17-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-18-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Jordan to adopt Resolution No. R-19-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Bart and seconded by Byrne to adopt Resolution No. R-20-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Bart and seconded by Jordan to adopt Resolution No. R-21-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Bart and seconded by Jordan to adopt Resolution No. R-22-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Bart to adopt Resolution No. R-23-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-24-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

A motion was made by Campbell and seconded by Byrne to adopt Resolution No. R-25-2024.

Roll Call: Aye – Bart, Byrne, Campbell, Jordan, and Rothman  
Nay – 0  
Vote: All in Favor

#### PUBLIC COMMENT

On a motion by Jordan and seconded by Campbell, the meeting was opened to the public for comment.

Vote: All in favor

There being no comments from the public, the segment was closed on a motion by Campbell and seconded by Jordan.

Vote: All in favor

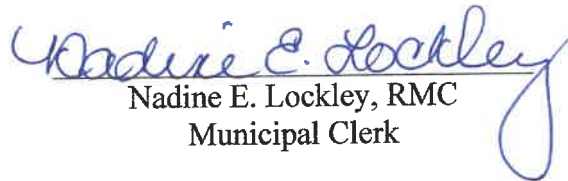
#### NEXT MEETING

Mayor Rothman stated our regular January Township Committee meeting will be held on Monday, January 8, 2024 at 7:00pm.

#### ADJOURNMENT

There being no further business, the meeting was adjourned on a motion by Campbell seconded by Bart.

Vote: All in favor

  
Nadine E. Lockley, RMC  
Municipal Clerk