

ALEXANDRIA TOWNSHIP COMMITTEE
Special Budget Meeting
MINUTES
February 19, 2014

This meeting was advertised in The Express Times, and notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website (www.alexandria-nj.us) as required by the Open Public Meetings Act. The meeting was called to order at 6:01 PM.

ROLL CALL: Committeeman Swift, Committeeman Schick, Mayor Abraham were present

Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION: Comm. Schick made a motion, seconded by Comm. Swift to move to Executive Session.

Roll Call: Comm. Swift, yes; Comm. Schick, yes and Mayor Abraham, yes

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - A confidential or excluded matter under Federal or State Law or Court Rule.
 - A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - A matter constituting an unwarranted invasion of an individual's privacy rights.
 - Collective Bargaining Agreement or negotiation of the Agreement.
 - Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
(681 Route 513)
 - Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
 - Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
 - Matters falling within the attorney-client privilege.
 - Personnel matters involving a specific employee or officer of the Township.
(Township Planner)
 - Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This resolution shall take effect immediately.

MOTION TO RETURN TO PUBLIC SESSION:

Comm. Schick made a motion, seconded by Comm. Swift to return to Public Session.

ROLL CALL: Comm. Swift, yes; Comm. Schick, yes and Mayor Abraham, yes.

Comm. Schick made a motion, seconded by Comm. Swift to mail letter to the owners of 681 Route 513 with minor changes that were addressed. **Roll Call:** Comm. Swift, yes; Comm. Schick, yes and Mayor Abraham, yes.

EXECUTIVE SESSION:

The following matters were discussed in Executive Session:

- Land Preservation/ 681 Route 513 :

Township Committee reviewed revised letter that was drafted and to be mailed to owners.

- Personnel Matters/ Township Planner:

Township Committee interviewed David Banisch and will continue to use his services for 2014.

NEW BUSINESS:

- 2014 Shred Days for Township Residents:

Alexandria Township will be holding two shred days for our residents this year. The first shred day coincides with Dumpster Day on June, 21, 2014 from 9 AM to 12 Noon. The second shred day is Saturday, Oct. 11, 2014 from 9 AM to 12 Noon. This is a free service to our residents. Residents can bring papers (which can have staples, paper clips, and binding clips), manila folders, hanging folders (in neutral colors), old check books, old credit cards, windowed envelopes, notebooks, and binders. The following can't be brought in: newspapers, magazines, plastic sheet protectors, plastic, cardboard and carbon paper. Residents can watch as their material is being shredded. The truck used has windows so that residents can be assured their documents are being destroyed.

- Mailbox Reimbursement-

Comm. Swift would like to eliminate the current mailbox reimbursement policy. The Township Committee discussed the calls that the Township has been receiving regarding the mailbox damages. Mailboxes are being damaged by either a plow truck hitting them, snow being pushed by the plows, weak posts, or posts not properly placed on the right of way according to federal guidelines that are sanctioned by the U.S. Post Office. The Township Committee reviewed what protocols are in place in surrounding towns. Some of these policies range from no reimbursement to reimbursement of no more than \$50.00 with a receipt. Alexandria Township currently will reimburse a resident up to \$30.00 with

a receipt for a replacement post and/or mailbox. This has always been a policy, never a Resolution or Ordinance. Comm. Swift would like to change the policy by rescinding the current reimbursement. Comm. Swift will draft a new policy to be presented for the next meeting.

- 2014 Budget Discussions-

CFO Peter Rees arrived at approximately 6:30 PM to discuss the budget with the Township Committee. Retables went down 13% for 2014. The total budget last year was \$2.6 million, \$1,392,414.00 was the ratable from last year. As a starting point for this year the Township Committee would like to stay around \$1,388,00.00. Non-union employees will get a 1% raise. As protocol, the Township follows the union contract as negotiated by DPW. If the contract calls for a percent increase in salary then that is what usually is budgeted for salary increases. The building secretary attended school to become a certified Technical Assistant to the Construction Official and the Committee will raise her hourly pay to reflect the certification. The Committee needs to budget \$55,000.00 that was needed for a bond ordinance at the end of 2013 and will need to budget additional monies in the event more money is needed to be bonded. With no money in reserves the Township will have no money for a down payment. CFO Rees noted that the Township needs to reserve approximately \$50,000.00 for every million dollars borrowed. CFO Rees went through all the debt service and reviewed the bond. Monies have been put to the side for DPW equipment. Approximately \$50,000.00 is set aside in capital; a new truck is approximately \$175,000.00. CFO Rees noted that the Township Committee bonded \$1,000,000.00 for Super Storm Sandy repairs. Of that money only \$600,000.00 was spent leaving \$400,000.00 accessible. If items needed have a life expectancy of the statutory requirements of twenty years then CFO Rees can use the remaining bond money to fund a purchase. The Township Committee approved a new building to be built at the DPW garage last year in the amount of \$425,000.00. The Township Committee has 6 trucks that vary in age; the newest truck is 12 years old. The Township Committee needs to not only put aside \$10,000.00 to demo the park barn as noted last year during budget talks for its demolition in ten years, but needs to put money aside for a new DPW truck as well. The condition of Schoolhouse Road needs to be addressed. Comm. Swift noted that the road conditions are deteriorating from Route 513 to the Lyness Farm. An estimate from the Township Engineer back in 2008 just for engineering expenses was \$80,000.00 to \$100,000.00. Comm. Swift would like to see the road work begin in 2015. The only financial impact for 2014 for this stretch of road would be the engineering costs. Those costs would come out of capital. Approximately 2500 sq. ft. of Section 6 on Rick Road needs to be addressed as well. The road repairs for this stretch of road are approximately \$430,000.00 if done as a public bid option or approximately \$275,000.00 if done by the DPW. Gravel road projects are expected to run \$32,000.00, the annual chip/seal is approximately \$100,000.00 for 66,000 sq. yds. CFO Rees asked the Township Committee to determine for the February 26, 2014 budget meeting which road projects they would like to have done for 2014. Need to make a determination between Schoolhouse Road and Rick Road. Mayor Abraham and Comm. Schick will waiver their salaries for 2014. Comm. Swift will have a salary but will determine the amount for the February 26, 2014 budget meeting. The Committee reviewed the 2014 Expenditure Budget of the Current Fund to determine budgets for

various departments. Salary and wages will increase 1% from 2013 for all employees. The 2014 budget for the various departments has been set as follows:

Mayor and Council OE	\$3,000.00
Municipal Clerk OE	\$20,000.00
Financial Administration OE	15,000.00
Audit Services OE	22,200.00
Tax Collector OE	8,000.00
Tax Assessor OE	2,500.00
Legal Services OE	78,000.00
Engineering Services	30,000.00
Buildings and Grounds OE	5,500.00
Historical Commission OE	0
Planning Board OE	13,500.00
Zoning Officer OE	600.00
Zoning Board of Adjustment OE	3,000.00
General Liability Insurance OE	58,000.00
Workers Compensation OE	26,000.00
Employee Group Insurance OE	136,000.00
Environmental Commission OE	500.00
Agricultural Commission OE	100.00
Aid to Volunteer Fire Companies	147,262.00
Contribution to First Aid Org.	100,137.99
Fire Hydrants	880.00
Emergency Management OE	100.00
Road Maintenance OE	120,000.00
Snow Removal	50,000.00
Solid Waste Collection (Recycling)	12,000.00
Solid Waste Collection OE	25,850.00
Board of Health	2,000.00
Celebration of Public Events OE	2,000.00
Municipal Prosecutor's Office S&W	7,250.00
Public Defender S&W	1,375.00
Construction Dept. S & W	70,000.00
Construction Dept. OE	35,000.00
Fire Prevention OE	1,000.00
Electricity	14,500.00
Street Lighting	2,700.00
Telephone	7,500.00
Diesel and Gasoline Fuel	37,500.00
Pension/Benefits	126,847.00
Municipal Court S & W	22,000.00
Municipal Court OE	14,000.00

* Township Committee needs to budget \$13,618 for a generator for the Salvation Army since they are our designated emergency shelter. The Township will be reimbursed for a percentage of the costs from the County.

- Bloomsbury Rescue Squad

Mayor Abraham received a phone call from the Mayor of Bloomsbury indicating that the Bloomsbury Rescue Squad is occupying a building that no longer has a lease. The building has been sold. CFO Peter Rees received Bloomsbury Rescue Squad's 2012 tax returns in November of 2013. No one has been in contact with the Township as to the release of their monies. Fire Prevention Officer Mike Giannone spoke to the Committee regarding who has the authority as to who protects the Township. Alexandria Township has the ultimate authority as to who the Township wants to use to service its residents in the event of an emergency response or fire related matters. Mr. Giannone recommended that Alexandria Township contact the Bloomsbury Rescue Squad to ask what their future plans are. If Alexandria Township doesn't hear from the Bloomsbury Rescue Squad or feels that their response is unsatisfactory then to contact the County OEM for their advice. Mr. Giannone noted that if the Bloomsbury Rescue Squad is defunct then Alexandria Township should enter into discussions with surrounding squads to take the additional coverage. The Township Committee questioned the formulas that were created for financial assistance among the surrounding Townships. Mr. Giannone noted that the current formula was calculated in the 80's to determine the donation amount that Alexandria is responsible for.

- Raritan Headwaters Association Update Letter-

Township Committee reviewed a revised letter regarding the above dated February 13, 2014 apologizing for misleading statements as to Highlands Approval for the study of the Raritan River basin streams in 12 area Townships. The letter regarding the study is a marketing effort to get Township's to move forward with their stream study.

- Res. 2014-027- Amending Salary Resolution

Comm. Schick made a motion, seconded by Comm. Swift to approve Resolution 2014-027. **Roll Call: Comm. Swift, yes; Comm. Schick, yes; Mayor Abraham, yes.**

OLD BUSINESS:

- Review of revised drawing of the Municipal Building

The airlock door will need to be eliminated due to an additional 7 feet required in the vestibule. The revised drawing changes the location of the tax collector's office with an addition of a lockable service window. The Township Committee will have Susan Rochelle finish up the final drawings for the bid specification. Township Engineer, Ralph Runge will need to mark off the septic location.

ANNOUNCEMENTS/CORRESPONDENCE:



Please be advised that Haverfield will be performing Spring Routine Aerial Inspections on the JCP&L transmission lines beginning on Monday, March 3rd. The Routine Aerial Inspections in the JCP&L region typically require about 12-15 days for completion, so the aerial patrols are expected to last into the last week of the month depending of course on weather conditions, as well as other scheduling needs. The helicopter will be flying slowly (20-30 mph) along the lines, and may hover at any time for a closer inspection. The helicopter scheduled for these patrols is a light blue with dark blue tail, MD 500 , w/ registration (tail) number N721RP. Please see attached photo for details. Please contact you JCP&L Area Manager if you have any questions.

COMMENTS FROM THE FLOOR:

Resident, Peter Tucker asked what was going on with the J & J property. The Township Committee noted that they are no changes to report at this time.

MOTION TO ADJOURN

Comm. Schick made a motion, seconded by Comm. Swift to adjourn. **ROLL CALL:** Comm. Swift, yes; Comm. Schick, yes; and Mayor Abraham, yes. **Meeting Adjourned at 9:56 PM.**

Respectfully Submitted:
Michele Bobrowski, RMC, CMR
Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of February 12, 2014 and certify that said Minutes were approved unanimously by the Township Committee on the 12th day of March, 2014.

Paul Abraham, Mayor

Dated: _____