

ALEXANDRIA TOWNSHIP COMMITTEE
2016 Re- Organization Meeting
MINUTES
January 6, 2016

This meeting was advertised in the Hunterdon County Democrat and notice posted in the Alexandria Township Municipal Offices as required by the Open Public Meetings Act.

Meeting Called to order by Municipal Clerk Michele Bobrowski at 7:00 PM.

ROLL CALL:

PRESENT: Committeewoman Garay, Committeeman Pfefferle, Committeeman Abraham, Township Attorney Dragan

ABSENT: None

FLAG SALUTE:

- Municipal Clerk Bobrowski administered the Oath of Office to Committeeman Pfefferle for a 3-year term
- Municipal Clerk Bobrowski called for a nomination for Mayor. Comm. Abraham made a motion, seconded by Comm. Garay to nominate Comm. Pfefferle as Mayor for 2016.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Motion Carried

- Mayor Pfefferle made the following appointments:
Deputy Mayor – Comm. Paul Abraham
Health Chairman –Comm. Paul Abraham
Road Chair-Comm. Michelle Garay

Comm. Garay made a motion, seconded by Comm. Abraham to approve the appointments made by Mayor Pfefferle for Deputy Mayor, Health Chair, and Road Chair.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Motion Carried

VARIOUS APPOINTMENTS BY THE TOWNSHIP COMMITTEE

PLEASE NOTE:

An Electronic Copy of the Employee Manual will be sent to all appointees. Within 60 days appointees must sign the receipt page and return to Clerk as well as attend a Sexual Harassment/Ethics Seminar sponsored by Statewide Insurance Company at a date to be determined. The Municipal Clerk will notify all employees and appointees of seminar date.

Comm. Garay made a motion, seconded by Comm. Abraham to approve the following appointments made by Mayor Pfefferle.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

Agricultural/Open Space Advisory Committee:

Floyd Evans

Term Expires 12/31/2016

William Fritsche

Term Expires 12/31/2016

Fran Daley

Term Expires 12/31/2016

Jim Pauch

Term Expires 12/31/2016

Gabe Sipos

Term Expires 12/31/2016

Board of Adjustment:

Dave Dunne

Term Expires 12/31/2019

Barbara Daniello

Term Expires 12/31/2019

Planning Board:

Jim Pauch –Alt # 2

Term Expires 12/31/2017

Davis Foreman

Term Expires 12/31/2019

Chris Pfefferle (Mayor)

Term Expires 12/31/2016

Michelle Garay (Township Committee Designee)

Term Expires 12/31/2016

Michael Giannone-Class 2

Term Expires 12/31/2016

Emergency Management Coordinator:

Dale Harding

Term Expires 12/31/2018

Deputy OEM-Vacancy

Comm. Garay will reach out to members of the Alexandria CERT Team to see if anyone is interested in this position

Zoning Officer:

Mike Mullin

Term Expires 12/31/2016

Representative to Joint Municipal Court:

Paul Abraham
Term Expires 12/31/2016
Chris Pfefferle
Term Expires 12/31/2016

Perc Witness:

Sonya Sellers
Term Expires 12/31/2016
Harry Fuerstenberger
Term Expires 12/31/2016

Fire Marshall:

Mike Giannone
Term Expires 12/31/2018

Township Clerk:

Michele Bobrowski
Term Expires 12/31/2018

PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

Michele Bobrowski1 year term

DOG WARDEN

Animal Control and Investigative Services, by contract

BOARD OF HEALTH

Consisting of 2 Committee People, Mayor, Tax Assessor and Physician

Comm. Abraham made a motion, seconded by Comm. Garay to approve the above appointments.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

DESIGNATE OFFICIAL NEWSPAPER

Hunterdon County Democrat
Star Ledger – Alternate Daily
Courier News –Alternate Daily
Express Times-Alternate Daily
Trenton Times-Alternate Daily

SET DATE AND TIME FOR 2016 TOWNSHIP COMMITTEE MEETINGS

Second Wednesday of each month at 7:35 PM

BANKS FOR DEPOSITORIES

Fulton Bank
Bank of America
TD Bank
PNC Bank
Riegel Federal Credit Union
Hopewell Valley Bank-will be changing Northfield

LOCATION FOR POSTING NOTICES

Alexandria Township Municipal Office and Official Township website:
www.alexandriagov.nj

Comm. Garay made a motion, seconded by Comm. Abraham to approve the above appointments.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

ANNUAL RESOLUTIONS

- Resolution 2016-001 Open Public Meetings Act *
- Resolution 2016-002 Official Newspaper *
- Resolution 2016-003 Notice of Meeting *
- Resolution 2016-004 Social Security Agent *
- Resolution 2016-005 Assessment Search Agent *
- Resolution 2016-006 Tax Collector’s Refund Policy *
- Resolution 2016-007 Interest Rates on Delinquent Taxes *
- Resolution 2016-008 Grace Period for Taxes *
- Resolution 2016-009 Filing of Appeals *
- Resolution 2016-010 Cash Management Plan *

- Resolution 2016-011 Drug Free Work Place *
- Resolution 2016-012 Civil Rights Policy *

**Consent Agenda*

All items listed with an asterisk "" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*

Comm. Abraham made a motion, seconded by Comm. Garay to approve the above Annual Resolutions numbered 2016-001 to 2015-016.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

**RESOLUTION 2016-001 FOR ALEXANDRIA TOWNSHIP,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
RE: OPEN PUBLIC MEETINGS ACT**

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WHEREAS, the Open Public Meetings Act (N.J.S. 10:4-6 et seq. hereinafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

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

1. Regular meetings of the Township Committee shall be held during the 2016 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.

2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:

a. The Hunterdon County Democrat which is hereby determined to be the

newspaper, which has the greatest likelihood of informing the public within this municipality of meetings of this public body.

3. The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules;

a. The *Star Ledger* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

b. The *Express Times* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

c. The *Trenton Times* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

d. The *Courier News* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

4. The following fees are hereby fixed to cover the costs of providing and mailing to a person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such persons:

OPEN PUBLIC MEETINGS ACT

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a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of \$1.00.**

b. To receive written advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2016, **the sum of \$50.00.**

5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act. (R.S. 10:4-12).

- a. The fee to receive by mail or in person, any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of \$3.00.**
- b. The fee to receive by mail or in person one copy of all the official minutes of all of the regular and special meetings of this public body shall be **the sum of \$75.00 per year.**

6. Copies of the attached Annual Notice shall be provided as follows:

- a. Posted and maintained throughout the calendar year on the public bulletin board, at the Township Municipal offices, located at 242 Little York-Mt. Pleasant Road, Milford, NJ 08848
- b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.
- c. Posted on the Township website: www.alexandrianj.gov
- d. Filed with the Clerk of the Municipality.
- e. Mailed or hand delivered to any person so requesting in accordance with

Paragraph 4 hereof.

RESOLUTION 2016-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, DESIGNATING THE OFFICIAL NEWSPAPER FOR 2016

BE IT RESOLVED that *The Hunterdon County Democrat*, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2016.

RESOLUTION 2016-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, ANNUAL NOTICE OF REGULAR MEETINGS FOR THE ALEXANDRIA TOWNSHIP COMMITTEE

PLEASE TAKE NOTICE that the regular meetings of the Alexandria Township Committee shall be held during the 2016 calendar year on the second Wednesday of each month, immediately following the Alexandria Township Board of Health Meeting at 7:30 PM, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848, unless rescheduled in conformity with the Open Public Meetings Act.

RESOLUTION 2016-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY AGENT FOR 2016

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for Social Security and pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: **Edward P. Rees, C.F.O.** as certified agent to prepare all necessary forms for Social Security and pension payments is hereby confirmed, and he shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2016.

RESOLUTION 2016-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND ASSESSMENT SEARCHES FOR 2016

WHEREAS, N.J.S.A. 54:5-11 requires that the governing body of a Municipality designate by Resolution a bonded official of the Municipality to certify Tax and Assessment Searches for all other unpaid Municipal liens and;

WHEREAS, (State Law) further requires that a salary be paid to such person or persons for services rendered in connection with such searches;

NOW, THEREFORE BE IT RESOLVED THAT

1. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2016.

2. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Assessment Searches for all other unpaid liens for the Township of Alexandria during the year 2016.

RESOLUTION 2016-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2016 REFUND POLICY

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten dollars (\$10.00); and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00)

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Township Finance Officer and Township Auditor.

RESOLUTION 2016-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FIXING INTEREST RATES ON DELINQUENT TAXES FOR CALENDAR YEAR 2016

BE IT RESOLVED that pursuant to N.J.S.A. 54:4-67, the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes at the rate of eight (8%) per cent per annum on the first One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency and eighteen (18%) per cent per annum on any amount in excess of One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6%) per cent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk will provide a certified copy of this resolution to the Tax Collector.

RESOLUTION 2016-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF PROPERTY TAXES FOR 2016

WHEREAS, there exists in the Township of Alexandria, Hunterdon County, the practice by the Tax Collector of the Township allowing the taxpayers of the Township a ten-day “grace period” after the quarterly due date for payment of real property taxes; and

WHEREAS, this practice frequently results in payments without interest for the first ten days and/or questions and disputes regarding same; and,

WHEREAS, the annual audit of the Township finances has resulted in a recommendation that the Statutes relative to collection of delinquent taxes be strictly enforced;

NOW, THEREFORE BE IT RESOLVED, that the Township Tax Collector be, and is hereby directed;

1. To allow a ten-day grace period for the payment of real property taxes;
2. If payment shall be made within said period of time no interest shall be required to be paid;
3. If payment shall be made after said period of time, interest shall be paid on the amount of tax due from the first day of the month.

RESOLUTION 2016-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING FILING OF STIPULATIONS AND CORRECTIVE APPEALS BY ASSESSOR DURING THE CALENDAR YEAR 2016

WHEREAS, the Township Committee of the Township of Alexandria has been informed that from time to time errors are made in computing the tax assessments, and

WHEREAS, the Tax Assessor of the Township of Alexandria has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation, and

WHEREAS, the Tax Assessor of the Township of Alexandria is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that the Tax Assessor of the Township of Alexandria be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Alexandria before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Alexandria, which she feels are proper and in the best interest of the municipality.

RESOLUTION 2016-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR 2016

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Alexandria thereafter "Municipality",

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

- Fulton Bank of New Jersey
- Hopewell Valley Community Bank
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

2016 CASH MANAGEMENT PLAN

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4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

E. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

F. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

2016 CASH MANAGEMENT PLAN

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G. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

H. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day’s activity.

2016 CASH MANAGEMENT PLAN

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I. BONDING

The following official shall be covered by security bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Municipal Tax Collector

The Chief Financial Officer and Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a public employees’ faithful performance bond in the minimum amount of \$5,000.00

J. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

RESOLUTION 2016-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY FOR 2016

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Alexandria:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Township Clerk shall establish a drug-awareness program, including distribution to each employee of this policy statement.
3. The employee shall notify the Township Clerk in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Township Clerk shall in turn immediately send notification to the Township Committee.
4. The Township Committee shall take one of the following actions, within 30 calendar days of receiving notice under paragraph 3, with respect to any employee who is so convicted;
 - Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

RESOLUTION 2016-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A CIVIL RIGHTS POLICY AND A POLICY AGAINST DISCRIMINATION WITH RESPECT TO HIRING AND EMPLOYMENT OF TOWNSHIP EMPLOYEES

WHEREAS, the Township of Alexandria finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey because of race, creed, color, national origin, ancestry, age, sex or marital status are a matter of concern to the government of this municipality, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable alike to all persons;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that:

1. Alexandria Township is an equal opportunity employer.
2. Alexandria Township shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, ancestry, age, sex, or marital status.
3. All employees of Alexandria Township shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Alexandria Township, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Township, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.
5. All of the provisions of this resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.
6. The Township Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.

INSURANCE

Resolution 2016-013 Appointment of Fund Commissioner

**RESOLUTION 2016-013 OF THE TOWNSHIP OF ALEXANDRIA,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
APPOINTING FUND COMMISSIONER FOR THE STATEWIDE
INSURANCE FUND**

WHEREAS, Alexandria Township (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Michele Bobrowski is hereby appointed as the Fund Commissioner for the Local Unit for the year 2016; and

BE IT FURTHER RESOLVED that Edward P. Rees is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2016; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Resolution 2016-014 Appointment of Risk Management Consultant

RESOLUTION 2016-014 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Alexandria Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

- 1.) The Alexandria Township Committee hereby appoints, John T. Groendyke of Groendyke Associates as its local Risk Management Consultant.
- 2.) The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2016 in the form attached hereto.

Comm. Garay made a motion, seconded by Comm. Abraham to approve Insurance Resolutions numbered 2016-013 and 2016-014.

ROLL CALL: AYE: Garay, Abraham, Pfefferle
NAY: None

Motion Carried

PROFESSIONAL SERVICES

- **The Township Committee makes the following appointments:**

Engineer –Robert O’Brien, Hatch Mott McDonald
Auditor – William Colantano, CPA
Planner – David Banisch, of Banisch & Associates
Bond Counsel – Anthony Pannella, Esq., Wilentz, Goldman, Spitzer
Municipal Attorney – Sharon Dragan, Esq., Ballard & Dragan
Tax Appeal Attorney- Martin Allen, Esq. DiFrancescoBateman
Board of Adjustment-William J. Gianos, Gianos & Phillips, LLC
Special COAH Counsel-Jonathan E. Drill, Esq.
Labor Counsel-Francesco Taddeo, Esq.

Comm. Abraham made a motion, seconded by Comm. Garay to approve Professional Service Resolutions numbered 2016-015, 2016-016, 2016-017, 2016-020, 2016-021, 2016-022, 2016-023, 2016-024, 2016-025 and 2016-036.

ROLL CALL: AYE: Garay, Abraham, Pfefferle
NAY: None

Motion Carried

- **Resolution 2016-015 Professional Services for 2016**

**RESOLUTION 2016-015 FOR THE TOWNSHIP OF ALEXANDRIA,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING
CONTRACTS**

FOR PROFESSIONAL SERVICES FOR 2016

WHEREAS, there exists a need for the retention of the following professional services to render professional advice and services to the Township of Alexandria on municipal issues, and as otherwise may be directed by the Committee, and pursuant to the provisions of N.J.S.A. 19:44A-20.5:

- 1) Professional Planner;
- 2) Professional Engineer;
- 3) Auditor;
- 4) Bond Counsel;
- 5) Township Attorney

WHEREAS, the Township Committee has determined and certified in writing that the value of each contract will exceed \$17,500 based upon historical information from the 2015 calendar year; and

WHEREAS, the anticipated term of each contract is one (1) year(s); and

WHEREAS, the professionals listed below have submitted a proposal indicating they will provide the services at hourly rates as submitted; and

WHEREAS, the professionals listed below have completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township in the previous one year, and that the contract will prohibit the below named professionals from making any reportable contributions through the term of the contract; and

WHEREAS, funds for said contracts are available in the appropriation to the Township of Alexandria, and have been certified by the Local Finance Officer, and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “professional services” without competitive bids on the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED on this 6th day of January 2016, by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

A. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized and directed to execute the professional services agreement with the following professionals:

- 1) Professional Planner: David Banisch of Banisch & Associates
- 2) Professional Engineer: Robert O’Brien of Hatch Mott McDonald.
- 3) Auditor: William Colantano, Jr., C.P.A., P.C. with Bedard, Kurowicki & Co., CPA's, PC
- 4) Bond Counsel: Anthony Pannella, Esq. of Wilentz, Goldman & Spitzer

5) Sharon A. Dragan, Esq. of Ballard and Dragan, Attorneys at Law

B. The contracts are awarded without competitive bidding as professional services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law in regard to the professionals special knowledge as to municipal issues, which knowledge is particularly valuable to the Township.

C. A notice of this action shall be printed once in the official newspaper of the Township of Alexandria.

D. A copy of this Resolution and each professional services contract shall be filed with the Alexandria Township Municipal Clerk, and be available there for public inspection.

• **Resolution 2016-016 Appointing Township Planner**

RESOLUTION 2016-016 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP PLANNER FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional planning services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

1. Township Professional Planner: David Banisch, P.P. of Banisch Associates Inc., 111 Main Street, Flemington New Jersey 08822

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

1. That the Township hereby appoints *David Banisch*, P. P., and Banisch Associates, Inc., licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria.
2. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
3. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
4. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
5. The following rates are for professional planning services rendered to the Municipality for 2016:

Hourly Rates

Senior Licensed Professional Planner	\$150.00
Principal Licensed Professional Planner	\$140.00
Associate Licensed Professional Planner	\$125.00
Research Associate	\$ 95.00
Research Assistant	\$ 60.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$175.00
Principal Licensed Professional Planner	\$163.00
Associate Licensed Professional Planner	\$145.00
Research Associate	\$110.00
Research Assistant	\$ 70.00

Reimbursable Costs

Printing and reproduction of maps and copies of reports (other than routine correspondence) by an outside vendor will be billed at cost.

In-house printing and reproduction of CD's, maps and copies of reports (other than routine correspondence) will be billed at charges indicated below.

		<u>Cost</u>		
	<u>Paper Size</u>	<u>Color</u>	<u>Black & white</u>	<u>Blueline</u>
Printing and copying:	8 1/2 x11, 8 1/2 x 14	\$0.89	\$0.09	n/a
	11 x 17	\$1.79	\$0.17	n/a
Display exhibit (2'x3' mounted color):		\$63.00		
CD's:		\$10 each		

6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-017 Appointing Township Engineer**

RESOLUTION 2016-017 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

2. Township Professional Engineer: Robert O’ Brien, P.E., CME, Hatch Mott MacDonald, 412 Mt. Kemble Avenue, Suite G22, Morristown, NJ 07960

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

7. That the Township hereby appoints Robert O’Brien, P.E and Hatch Mott MacDonald, licensed as a Professional Engineer in the State of New Jersey, as the

Township Engineer for the Township of Alexandria for the period January 1, 2016 through December 31, 2016.

8. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
9. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
10. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
11. Fees for 2016 are as follows:

Municipal Engineer	per hour \$144.00*
Planning/Zoning Board Engineer	\$144.00
Sr. Project Engineer/Manager/Principal Project Manager	\$143.00
Asst. Municipal/Planning Board/Zoning Board Eng.	\$138.00
Project Engineer/Project Architect/Project Manager	\$141.00
Engineer IV/Architect IV	\$140.00
Sr. Project Geologist/Sr. Project Scientist	\$137.00
Project Geologist/Project Scientist	\$135.00
Sr. Specialist IV/V/Sr. Designer IV/V	\$134.00
Engineer I-III/Architect I-III/Scientist IV/Geologist IV	\$134.00
Sr. Inspector IV/V/Sr. Surveyor IV/V	\$116.00
Scientist I-III/Geologist I-III/Designer III	\$114.00
Inspector I-III/Surveyor I-III/Specialist I-III/Designer I-II	\$ 97.00
Technicians	\$ 91.00
Administration/Project Support	\$ 73.00
• Hourly rates for special consultations and services in conjunction with litigation are available on request.	

12. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-020 Appointing Township Attorney**

RESOLUTION 2016-020 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

3. Township Attorney: Sharon A. Dragan, Esq., having her offices c/o Ballard & Dragan, Liberty Court, Suite 1200, 260 Hwy. 202/31, Flemington, NJ 08822.

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

13. That the Township hereby appoints *Sharon A. Dragan, Esq.* as Municipal Attorney to provide legal advice and services in connection with general representation of the Township, and Sharon A. Dragan agrees to provide all of the professional services which may be requested and/or required in that capacity.
14. The Township will pay \$6,120.00 a month to Sharon A. Dragan, Esq. for her services.
15. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
16. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

17. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

18. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-021 Appointing Township Tax Attorney**

RESOLUTION 2016-021 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A TOWNSHIP TAX ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

1.) Tax Attorney: Martin Allen, Esq., 15 Mountain Boulevard, Warren, New Jersey 07059.

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

1. That the Township hereby appoints *Martin Allen, Esq.* as Municipal Tax Attorney to provide legal advice and services in connection with representation of the Township, and Martin Allen, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$150.00 per hour to Martin Allen, Esq. for his services.

3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-022 Appointing Township Auditor**

RESOLUTION 2016-022 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP AUDITOR FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

4. Township Auditor, William Colantano, Jr. CPA of Bedard, Kurowicki & Co., CPA’S, PC

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

7. That the Township hereby appoints William Colantano, Jr., licensed as a Certified Public Accountant in the State of New Jersey, as the Township Auditor for the Township of Alexandria for the period January 1, 2016 through December 31, 2016. Mr. Colantano will be responsible for the 2016 Annual Debt Statement, Completion of 2016 Audit, and the 2016 Annual Financial Statement
8. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
9. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
10. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

11. Fees for 2016 are as follows:

Staff:	Hourly Rates:
Shareholder	\$215.00
Principal (Wm Colantano)	\$150.00
Manager	\$100.00-115.00
Senior	\$80.00-100.00
Semi-Senior	\$65.00-80.00
Junior	\$65.00
Para-Professional (Level One)	\$30.00
Para-Professional (Level Two)	\$35.00
Para-Professional (Level Three)	\$40.00

12. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-023 Appointing Special COAH Counsel**

RESOLUTION 2016-023 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR AFFORDABLE HOUSING AND OTHER MATTERS FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

5. Township Professional-Attorney Jonathan Drill, 571 Pompton Avenue, Cedar Grove, NJ 07009

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

13. That the Township hereby appoints Jonathan Drill of Stickel, Koenig, Sullivan & Drill, LLC in the State of New Jersey, as the Township Special Counsel for the Township of Alexandria for the period January 1, 2016 through December 31, 2016.
14. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
15. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
16. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a

contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

17. Fees for 2016 are as follows:

Special Counsel per hour \$175.00

18. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

• **Resolution 2016-024 Appointing Board of Adjustment Attorney**

RESOLUTION 2016-024 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A BOARD OF ADJUSTMENT ATTORNEY

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Board of Adjustment Attorney William J. Gianos, Esq. 54 Old Highway 22, Suite 204, Clinton, NJ 08809

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

1. That the Township hereby appoints ***William J. Gianos, Esq.*** as Municipal Board of Adjustment Attorney to provide legal advice and services in connection with representation of the Township, and William J. Gianos, Esq. agrees to provide all

of the professional services which may be requested and/or required in that capacity.

2. The Township shall pay William J. Gianos the sum of \$135.00 per hour in connection with all work, depending on the nature of the work involved. The Township shall also pay William J. Gianos or other attorney associated with the Law Offices of Gianos & Phillips, LLC the sum of \$215.00 per hour for all litigation. The Township shall also pay a minimum of \$270.00 (2 hours) per attended meeting of the Township of Alexandria Board of Adjustment with hourly rates as listed above for any meeting.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-025 Appointing Bond Counsel**

RESOLUTION 2016-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated

by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Anthony J. Pannella Esq. of Wilentz, Goldman & Spitzer P.A., 90 Woodbridge Center Drive, Suite 900, Box 10, Woodbridge, NJ 07095

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

1. That the Township hereby appoints ***Anthony J. Pannella, Esq.*** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and Anthony J. Pannella, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$4,000.00 plus \$1.50 per thousand dollars of bonds issued. Time relating to the review of the Official Statement will be billed \$90.00-\$150.00 an hour depending on the paralegal and attorney involved. For services rendered in connection with the preparation of each bond ordinance, a fee of \$450.00 for each single process ordinance and \$600.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,250.00 for Bond Counsel’s approving legal opinion in connection with such financing and \$0.85 per thousand dollars of bond or tax anticipation notes or emergency notes issued.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

- **Resolution 2016-036 Appointing Labor Attorney**

RESOLUTION 2016-036 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A TOWNSHIP LABOR ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2016 to December 31, 2016; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

WHEREAS, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Labor Attorney: Francesco Taddeo, LLC, 31 East High Street, Somerville, NJ 08876

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

1. That the Township hereby appoints *Francesco Taddeo, Esq.* as Municipal Labor Attorney to provide legal advice and services in connection with representation of the Township, and Francesco Taddeo, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$150.00 per hour to Francesco Taddeo, Esq. for his services.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.

4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

- Resolution 2016-026 Township Clerk**
- Resolution 2016-027 Municipal Public Defender**
- Resolution 2016-028 Zoning Officer**
- Resolution 2016-029 Fire Marshall**
- Resolution 2016-030 Emergency Management Coordinator**

Comm. Garay made a motion, seconded by Comm. Abraham to approve Additional Appointment Resolutions numbered 2016-026 through 2016-030.

ROLL CALL: AYE: Garay, Abraham, Pfefferle
NAY: None

Motion Carried

RESOLUTION 2016-026 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING MICHELE BOBROWSKI, RMC, AS THE ALEXANDRIA TOWNSHIP CLERK

WHEREAS, the Township of Alexandria, in the County of Hunterdon, State of New Jersey had an open position for Township Clerk effective January 14, 2013, and Ms. Bobrowski served Alexandria Township as Deputy Clerk for 2011 & 2012 and was appointed as Township Clerk January 14, 2013 for a three year term; and

WHEREAS, Ms. Bobrowski became a certified New Jersey Registered Municipal Clerk on October 18, 2012 after successfully passing the New Jersey Registered Municipal Clerk's exam; and

WHEREAS, the Township Committee desires to appoint Ms. Bobrowski as the Alexandria Township Clerk, effective January 14, 2016, nunc pro tunc , for a three year term; and

WHEREAS, the Committee desires to adopt a Resolution to appoint Michele Bobrowski, RMC, as the Alexandria Township Clerk, which term shall commence on January 14, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, on this 6th day of January, 2016 as follows:

1. Michele Bobrowski, RMC, is hereby appointed as the Alexandria Township Clerk, for a three year term in accordance with N.J.S.A. 40A:9-133 , which term shall commence , nunc pro tunc, on January 14, 2016.
2. This Resolution shall take effect immediately upon adoption.

**RESOLUTION 2016-027 FOR THE TOWNSHIP OF ALEXANDRIA,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR THE
APPOINTMENT OF PUBLIC DEFENDER**

WHEREAS, there exists a need for a Public Defender in the Township of Alexandria for the Delaware Valley Joint Municipal Court; and,

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.5, the Township Committee has determined to award said contract as a fair and open contract; and,

WHEREAS, funds are or will be available for this purpose; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires the governing body of a contracting unit to publish a notice in a newspaper authorized by law to publish its legal advertisements, setting forth the nature, duration, service and amount of the contract where such contract is awarded for "professional services" without competitive bidding.

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

1. That Scott M. Wilhelm is hereby retained as Public Defender for the Township of Alexandria for the year 2016.
2. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized to enter into the contract with Scott Wilhelm of Winegar, Wilhelm, Glynn & Roemersma, 305 Roseberry Street, Phillipsburg, NJ 08865 for the legal services above specified,

for a one (1) year term commencing January 1, 2016, and to be paid in accordance with the 2016 Budget.

3. The contract is awarded as a "professional service" under the provision of the Local Public Contracts Law because the specialized training, education, experience and specialized knowledge needed for this position and pursuant to a "fair and open" process as provided in N.J.S.A. 19:44A-20.4 et seq.

4. A notice of the award of this contract shall forthwith be printed once in The Hunterdon County Democrat, the official newspaper of the Township of Alexandria, authorized by law to publish the legal advertisements of the Township Committee of the Township of Alexandria, setting forth the nature, duration, service and amount of the contract, and further stating that this resolution and the annexed contract are on file and available for public inspection in the Office of the Clerk of the Township of Alexandria.

RESOLUTION 2016-028 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO APPOINT A ZONING OFFICIAL

WHEREAS, the Township of Alexandria is in need of a Zoning Official, and;

WHEREAS, Mr. Michael Mullin is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED, effective this date the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, does hereby appoint **Mr. Michael Mullin** to the position of **Zoning Official** for the Township of Alexandria Salary to be paid according to the 2016 Salary Ordinance & Resolution. The Zoning Official appointment is a yearly appointment.

RESOLUTION 2016-029 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING MICHAEL G. GIANNONE AS FIRE MARSHALL FOR THE ALEXANDRIA TOWNSHIP BUREAU OF FIRE PREVENTION

WHEREAS, the Township of Alexandria is in need of a Township Fire Marshall with a New Jersey Fire Official Certification; this resolution hereby appoints Michael G. Giannone as the Fire Marshall for the Bureau of Fire Prevention (Alexandria Township

Ordinance 2012-06-19).

NOW, THEREFORE BE IT RESOLVED on this 6th day of January 2016 by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

1. Michael G. Giannone is appointed by the Township of Alexandria for the position of Fire Marshall, commencing January 1, 2016
2. This appointment shall be for a period of 3 years.

RESOLUTION 2016-030 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING DALE HARDING AS EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, The Township of Alexandria is in need of an Emergency Management Coordinator, and;

WHEREAS, Dale Harding is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey appoints Dale Harding to the position of Emergency Management Coordinator on January 6, 2016 at their yearly Re-Organization meeting for a **three (3) year term beginning January 1, 2016 and ending December 31, 2018.**

2016 Temporary Budget

Resolution 2016-018-Temporary Budget

Comm. Abraham made a motion, seconded by Comm. Garay to approve Resolution 2016-018.

**ROLL CALL: AYE: Garay, Abraham, Pfefferle
NAY: None**

Motion Carried

RESOLUTION 2016-018 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY 2016 TEMPORARY BUDGET

WHEREAS, N.J.S. 40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2014 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2015 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,403,378.29784,946.14 , and

WHEREAS, 26.25% of the total appropriations in the 2015 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$630,886.80,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

MAYOR AND COUNCIL: S&W	4,000.00
MAYOR AND COUNCIL: OE	2,000.00
MUNICIPAL CLERK: S&W	16,000.00
MUNICIPAL CLERK: OE	7,500.00
FINANCIAL ADMIN: S&W	7,500.00
FINANCIAL ADMIN: OE	10,500.00
AUDIT SERVICES: OE	16,000.00
REV ADMIN (TAX COL.): S&W	7,500.00
REV ADMIN (TAX COL.): OE	4,000.00
TAX ASSESSMENT: S&W	8,500.00
TAX ASSESSMENT: OE	1,000.00
LEGAL SERV (LGL DEPT): OE	20,000.00
ENGINEERING SERVICES: OE	15,000.00

BUILDINGS AND GROUNDS: S&W	2,000.00
BUILDINGS AND GROUNDS: OE	1,500.00
BUILDING RENT	4,000.00
HISTORICAL COMMISSION OTHER EXPENSE	100.00
PLANNING BOARD: S&W	3,000.00
PLANNING BOARD: OE	3,000.00
ZONING OFFICER: S&W	2,500.00
ZONING OFFICER: OE	100.00
ZONING BOARD OF ADJ.: S&W	3,000.00
ZONING BOARD OF ADJ.: OE	1,000.00
GENERAL LIABILITY INSURANCE OE	60,000.00
WORKER COMPENSATION INSURANCE	30,000.00
EMPLOYEE GROUP INSURANCE	50,000.00
ENVIRONMENTAL COMMISSION: OE	100.00
AGRICULTURAL COMMISSION	100.00
AID TO VOLUNTEER FIRE COMPANIES	100.00
CONTRIB TO FIRST AID ORG	100.00
FIRE HYDRANTS	800.00
EMERGENCY MANAGEMENT: S&W	1,000.00
EMERGENCY MANAGEMENT: OE	100.00
ROAD MAINTENANCE: S&W	125,000.00
ROAD MAINTENANCE: OE	50,000.00
SNOW REMOVAL	60,000.00
SOLID WASTE COLLECTION(RECYCLING): S&W	4,500.00
SOLID WASTE COLLECTION: OE	

	7,000.00
PUB HEALTH (BD OF HEALTH): S&W	1,500.00
PUB HEALTH (BD OF HEALTH): OE	500.00
CELEBRATION OF PUBLIC EVENTS OE	100.00
MUNIC. PROSECUTOR'S OFFICE: S&W	2,100.00
PUBLIC DEFENDER SALARIES AND WAGES	400.00
CONSTRUCTION OFFICIAL (BUILDING DEPT)	25,000.00
CONSTRUCTION OFFICIAL: OE	10,500.00
FIRE PREVENTION S& W	2,500.00
FIRE PREVENTION O/E	100.00
ELECTRICITY	4,000.00
STREET LIGHTING	1,500.00
TELEPHONE (EXCLUDE EQUIP ACQ)	2,500.00
DIESEL AND GASOLINE FUEL	15,000.00
PENSION	100.00
DCRP EMPLOYER SHARE.	250.00
SOCIAL SECURITY	18,000.00
UNEMPLOYMENT INSURANCE	1,200.00
MUNICIPAL COURT: S&W	6,300.00
MUNICIPAL COURT: OE	4,331.00
SHARE OF HEALTH INSURANCE	4,000.00
FEDERAL AND STATE GRANTS	2,000.00
Total	630,481.00

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
X		ABRAHAM	X			
		PFEFFERLE	X			
	X	GARAY	X			

Resolution 2016-019 Temporary Debt Service

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolution 2016-019.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

RESOLUTION 2016-019 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR TEMPORARY DEBT SERVICE FOR 2016

WHEREAS, N.J.S. 40A:4-19 provides authority for appropriating in a temporary resolution the permanent debt service requirements for the coming fiscal year providing that such resolution is not made earlier than the last ten days of the preceding fiscal year, and

WHEREAS, the date of this resolution is subsequent to that date, and

WHEREAS, principal and interest will be due on various dates from January 1, 2016 to December 31 2016, inclusive, on sundry bonds issued and outstanding,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made to cover the period from January 1, 2016 to December 31, 2016 inclusive:

DEBT SERVICE – Township of Alexandria

Operating Fund

Interest on Notes	\$ 12,577.50
Payment of Bonds	\$158,650.00
Interest on Bonds	\$ 99,884.88

DEBT SERVICE – Open Space And Farmland Preservation

Payment of Bonds	\$126,350.00
Interest on Bonds	\$ 90,115.13

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	ABRAHAM	X			
		PFEFFERLE	X			
X		GARAY	X			

ANNOUNCEMENTS

The Alexandria **Board of Health** will *re-organize* at 7:15 PM, Wednesday, January 6, 2016 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. The regular monthly meeting will begin at 7:45 PM on January 6, 2016.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:15 PM, Wednesday, January 6, 2016 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Planning Board** will *re-organize* at 7:30 PM, Wednesday, January 6, 2016 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting is scheduled for Thursday, January 21, 2016 at 7:30 PM at the Alexandria Municipal Offices.

The Alexandria **Board of Adjustment** will *re-organize* at 7:15 PM, Thursday, January 7, 2016 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 19, 2016 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 12, 2016 at the Alexandria Municipal Offices, 242 Little York Mt. Pleasant Road, Milford, New Jersey. Their regular monthly meeting will follow immediately thereafter.

COMMENTS FROM THE FLOOR: *Limited due to time constraints*

None

MOTION TO ADJOURN:

Comm. Abraham made a motion, seconded by Comm. Garay to adjourn.

ROLL CALL: AYE: Garay, Abraham, Pfefferle

NAY: None

Motion Carried

Meeting Adjourned at 7:15 PM.

Respectfully Submitted:

Michele Bobrowski, RMC, CMR

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Re-Org Meeting of January 6, 2016 and certify that said Minutes were approved unanimously by the Township Committee on the 10th day of February 2016.

R. Christian Pfefferle, Mayor

Dated: _____