

**ALEXANDRIA TOWNSHIP COMMITTEE**  
**2013 Re-Organization Meeting**  
**MINUTES**  
**January 2, 2013**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the Alexandria Township Municipal Offices and the Township website ([www.alexandria-nj.us](http://www.alexandria-nj.us)) as required by the Open Public Meetings Act.

The meeting was called to order by Attorney Kimson at 7:03 PM.

**ROLL CALL:** Committeeman Swift, Committeeman Plumer, Committeeman Abraham and Attorney Kimson were present.

**FLAG SALUTE:**

- Attorney Kimson administers the Oath of Office to Committeeman Plumer for a 3-year term
- Attorney Kimson called for nominations for Mayor

Comm. Swift made a motion, seconded by Comm. Abraham to nominate Comm. Plumer for the Mayors seat for 2013. **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Comm. Plumer, abstained. Mayor Plumer then presided over the meeting.

- Mayor Plumer made the following appointments:

Deputy Mayor	Comm. Paul Abraham
Health Chairman	Comm. Harry Swift
Road Chairman	Comm. Paul Abraham

**VARIOUS APPOINTMENTS BY THE MAYOR**

**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 watch the Harassment Video supplied by the insurance company, and sign notification with the Clerk that they have watched the required media.

**Agricultural/Open Space Advisory Committee**

Fran Daley	Term Expires 12/31/2013
Floyd Evans	Term Expires 12/31/2013
William Fritsche	Term Expires 12/31/2013
Jim Pauch	Term Expires 12/31/2013
Gabe Sipos	Term Expires 12/31/2013

**Board of Adjustment**

Dick Kimsey	Term Expires 12/31/2016
John Lesko	Term Expires 12/31/2016
Alternate #1, Dennis Canavan	Term Expires 12/31/2014

**Environmental Commission**

Barbara Daniello	Term Expires 12/31/2015
Donna Maglione	Term Expires 12/31/2015
Kenneth Skillender	Term Expires 12/31/2015
Alternate #1, Colleen Merner	Term Expires 12/31/2014

Historic Preservation Commission

Chris Pickell – architect Term Expires 12/31/2015  
OPEN Term Expires 12/31/2015  
Alternate #2, OPEN Term Expires 12/31/2014

Planning Board

William Fritsche Term Expires 12/31/2016  
Robert Runge Term Expires 12/31/2016  
Harry Swift, Township Comm. Rep. Term Expires 12/31/2013  
Paul Abraham, Mayor’s Designee Term Expires 12/31/2013  
Alternate #2, Judy Tucker Term Expires 12/31/2014

Park & Recreation Commission

Rick Matarazzo Term Expires 12/31/2017  
Alternate #2, Katie Wigness Term Expires 12/31/2017

Senior Services Municipal Coordinator

Harry Swift Term Expires 12/31/2013  
Gabe Plumer Term Expires 12/31/2013

Municipal Housing Liaison

Gabe Plumer Term Expires 12/31/2013  
Perc Test Witness  
Peter Kluber Term Expires 12/31/2013  
William Groah Term Expires 12/31/2013

SWAC Representative

Keith Kiskel Term Expires 12/31/2013

Zoning Officer

Jim Pauch Term Expires 12/31/2013

Representative to Joint Municipal Court

Gabe Plumer Term Expires 12/31/2013  
Alternate, Paul Abraham Term Expires 12/31/2013

Comm. Swift made a motion, seconded by Comm. Abraham to approve the Mayors appointments: **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

**ADDITIONAL APPOINTMENTS**

**SELF- INSURANCE FUND COMMISSIONER**

Michele Bobrowski.....1 year term

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

Michele Bobrowski .....1 year term

**DOG WARDEN**

Hunterdon Humane Animal Shelter, by Contract

**BOARD OF HEALTH**

Comm. Swift, Comm. Abraham, Mayor Plumer and Tax Assessor Hagaman and Physician Dr. Prentiss.

Comm. Abraham made a motion, seconded by Comm. Swift to approve these appointments: **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes.

**Attorney Kimson gave the Oath of Office to those present.**

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**ADDITIONAL APPOINTMENTS BY THE MAYOR**

**DESIGNATE OFFICIAL NEWSPAPER**

Hunterdon County Democrat  
Star Ledger – Daily  
Courier News – Alternate Daily

**SET DATE AND TIME FOR 2013 TOWNSHIP COMMITTEE MEETINGS**

Second Wednesday of each month at 7:35 PM

**BANKS FOR DEPOSITORIES**

Fulton Bank (formerly Skylands Community Bank)  
Bank of America  
TD Bank  
PNC Bank  
Riegel Federal Credit Union

**LOCATION FOR POSTING NOTICES**

Alexandria Township Municipal Office and Official Township website:  
[www.alexandria-nj.us](http://www.alexandria-nj.us)

Comm. Swift made a motion, seconded by Comm. Abraham to approve the Mayors appointments: **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

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**ANNUAL RESOLUTIONS**

Comm. Abraham made a motion, seconded by Comm. Swift to approve **Resolutions 2012-002 through 2013-013.** **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

**RESOLUTION 2013-002 FOR ALEXANDRIA TOWNSHIP, COUNTY OF HUNTERDON, STATE OF NEW JERSEY RE: OPEN PUBLIC MEETINGS ACT**

**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 2013 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Middle School, 557 County Road 513, Pittstown, 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.

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:

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, 2013, **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 782 Frenchtown Rd, Milford NJ 08848.

b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.

c. Posted on the Township website: [www.alexandria-nj.us](http://www.alexandria-nj.us)

d. Filed with the Clerk of the Municipality.

e. Mailed or hand delivered to any person so requesting in accordance with

Paragraph 4 hereof.

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**RESOLUTION 2013-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY,  
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2013**

**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 2013.

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**RESOLUTION 2013-004 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 2013 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 Middle School, 557 County Road 513, Pittstown, New Jersey, unless rescheduled in conformity with the Open Public Meetings Act.

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**RESOLUTION 2013-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY  
AGENT FOR 2013**

**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 2013.

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**RESOLUTION 2013-006 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX  
AND ASSESSMENT SEARCHES FOR 2013**

**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. Susan Luthringer, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2013.

2. Susan Luthringer, 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 2013.

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**RESOLUTION 2013-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2013 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.

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**RESOLUTION 2013-008 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FIXING INTEREST RATES ON DELINQUENT TAXES FOR CALENDAR YEAR 2013**

**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.

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**RESOLUTION 2013-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF PROPERTY TAXES FOR 2013**

**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.

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**RESOLUTION 2013-010 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 2013**

**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.

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**RESOLUTION 2013-011 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR 2013**

**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 hereinafter "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
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union

2. Designated Official Depositories are required to submit to the Chief Financial 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 30<sup>th</sup> and December 31<sup>st</sup> of each year.

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

## **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.
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. Monthly Cash Flow Analysis.
3. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31<sup>st</sup> 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.

## **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.

**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

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.

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**RESOLUTION 2013-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY FOR 2013**

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.

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**RESOLUTION 2013-013 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.

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**INSURANCE**

Comm. Swift made a motion, seconded by Comm. Abraham to approve Resolution 2012-014 and 2012-015. **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

**RESOLUTION 2013-014 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 2013; and

**BE IT FURTHER RESOLVED** that Edward P. Rees is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2013; 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.

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**RESOLUTION 2013-015 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, Tom 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 2013 in the form attached hereto.

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**PROFESSIONAL SERVICES**

- **Mayor Plumer made the following appointments:**

**Engineer** – Ralph Runge, Hatch Mott McDonald  
**Auditor** – William Colantano, CPA  
**Planner** – David Banisch, Banisch & Associates  
**Bond Counsel** – Anthony Pannella, Wilenz, Goldman, Spitzer  
**Municipal Attorney** – Valerie Kimson, Mason Griffin & Pierson is appointed on a month to month basis

Comm. Swift made a motion, seconded by Comm. Abraham to approve Resolution 2013-016 for the Professional Services for 2013: **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

**RESOLUTION 2013-016 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING CONTRACTS FOR PROFESSIONAL SERVICES FOR 2013**

**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;
- and

**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 2013 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 2th day of January 2013, 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: Ralph Runge, CME and Hatch Mott McDonald.
- 3) Auditor: William Colantano, Jr., C.P.A., P.C.

4) Bond Counsel: Anthony Pannella, Esq. and Wilentz, Goldman & Spitzer

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.

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Comm. Abraham made a motion, seconded by Comm. Swift to approve Resolution 2013-017 for the Temporary Budget: **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes

**RESOLUTION 2013-017 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY FOR 2013 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 2013 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 2012 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,229,145.13 , and

**WHEREAS**, 26.25% of the total appropriations in the 2012 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$585,150.59,

**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	\$2,000.00
Mayor and Council: OE	\$2,000.00
Municipal Clerk: S&W	\$20,000.00
Municipal Clerk: OE	\$10,000.00
Financial Admin: S&W	\$12,000.00
Financial Admin: OE	\$10,000.00
Audit Services: OE	\$100.00

Rev Admin (Tax Col.): S&W	\$7,500.00
Rev Admin (Tax Col.): OE	\$1,500.00
Tax Assessment: S&W	\$10,000.00
Tax Assessment: OE	\$1,000.00
Legal Serv. (Lgl. Dept.): OE	\$20,000.00
Engineering Services: OE	\$7,500.00
Agricultural Commission	\$10.00
Planning Board: S&W	\$3,500.00
Planning Board: OE	\$1,000.00
Zoning Board of Adj.: S&W	\$3,500.00
Zoning Board of Adj.: OE	\$1,000.00
Bureau of Fire Prevention S&W	\$2,000.00
Bureau of Fire Prevention O&E	\$500.00
Construction Official: S&W	\$22,000.00
Construction Official: OE	\$6,000.00
Zoning Officer: S&W	\$3,000.00
Zoning Officer: OE	\$100.00
General Liability Insurance OE	\$60,000.00
Worker Compensation Insurance	\$20,000.00
Employee Group Insurance	\$35,000.00
Unemployment Insurance	\$2,500.00
Emergency Management: S&W	\$100.00
Emergency Management: OE	\$50.00
Aid to Volunteer Fire Companies	\$100.00
Contrib. to First Aid Org	\$100.00
Fire Hydrants	\$880.00
Munic. Prosecutor's Office: S&W	\$2,000.00
Road Maintenance: S&W	\$130,000.00
Road Maintenance: OE	\$25,000.00
Snow Removal	\$25,000.00
Solid Waste Collection(Recycling): S&W	\$5,000.00
Solid Waste Collection: OE	\$10,000.00
Buildings and Grounds: OE	\$2,500.00
Building Rent	\$3,500.00

Historical Commission Other Expense	\$100.00
Pub Health (Bd. of Health): S&W	\$1,000.00
Pub Health (Bd. of Health): OE	\$750.00
Environmental Commission: OE	\$500.00
Electricity	\$5,000.00
Street Lighting	\$1,500.00
Telephone (exclude equip acq.)	\$3,000.00
Diesel and Gasoline Fuel	\$20,000.00
Pension	\$100.00
DCRP EMPLOYER SHARE.	\$1,000.00
Social Security	\$20,003.41
Municipal Court: S&W	\$5,000.00
Municipal Court: OE	\$2,650.00
Public Defender Salaries and Wages	\$500.00
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	\$529,043.41

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**ANNOUNCEMENTS**

The Alexandria **Board of Health** will *re-organize* at 7:15 PM, Wednesday, January 2, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will begin at 7:30 PM.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:15 PM, Wednesday, January 2, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Planning Board** will *re-organize* at 7:15 PM, Thursday, January 3, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting is scheduled for Thursday, January 19, 2012 at 7:30 PM at the Alexandria Middle School.

The Alexandria **Board of Adjustment** will *re-organize* at 7:30 PM, Thursday, January 3, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting for January is cancelled and the next monthly meeting is scheduled for February 2, 2012.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 10, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown,

New Jersey. Their regular monthly meeting for January is cancelled and the next meeting is scheduled for February 28, 2012 at 7:30 PM at the Alexandria Middle School.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 8, 2013 at Alexandria Middle School Library, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Historic Preservation Commission** will *re-organize* at 7:30 PM, Thursday, January 10, 2013 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter

**COMMENTS FROM THE FLOOR:** *Limited to 10 minutes due to time constraints*

**MOTION TO ADJOURN:**

As there were no comments from the floor; Comm. Abraham made a motion, seconded by Comm. Swift to adjourn the meeting. **Roll Call:** Comm. Swift, yes; Comm. Abraham, yes; Mayor Plumer, yes. The meeting was adjourned at 7:24 PM.

Respectfully submitted,

Cathy Reese, RMC  
Township Clerk