

**ALEXANDRIA TOWNSHIP COMMITTEE**  
**Special Budget Meeting**  
**MINUTES**  
**February 26, 2014**

This meeting was advertised in The Express Times, and notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website ([www.alexandria-nj.us](http://www.alexandria-nj.us)) as required by the Open Public Meetings Act. The meeting was called to order at 6:18 PM.

**ROLL CALL:** Committeeman Swift, Committeeman Schick, Mayor Abraham, and CFO Rees were present.

**FLAG SALUTE:**

**NEW BUSINESS:**

- Resolution 2014-028 - 2014 Salary Resolution:

Comm. Swift discussed the salary he would like to be paid for 2014. Comm. Swift was paid \$3,000.00 for 2013 and would like to increase his salary to \$5,000.00. Comm. Schick and Mayor Abraham asked for him to reduce his salary request. Comm. Schick and Mayor Abraham will refuse their annual salary for 2014 to assist in lowering taxes for the residents. Comm. Swift requested to be paid \$4,000.00 a year for 2014. Comm. Swift made a motion, seconded by Comm. Schick to approve Resolution 2014-028 with an increase in Comm. Swift's salary from \$3,000.00 to \$4,000.00. **ROLL CALL: Comm. Swift, yes; Comm. Schick, yes and Mayor Abraham, no.**

**RESOLUTION # 2014-028 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO FIX THE SALARIES OF THE VARIOUS OFFICERS AND EMPLOYEES FOR THE YEAR 2014**

Township Committeemen	\$ 4,000.00
Township Clerk	\$ 52,520.00
Deputy Clerk	\$
Chief Financial Officer	\$ 41.62 per hour
Asst. to the CFO	\$ 21.13 per hour
Tax Assessor	\$ 32,075.23
Tax Collector	\$ 28,514.96
Zoning Officer	\$ 9,048.50
Registrar of Vital Statistics	\$ 1,659.61
Deputy Registrar	\$ 353.51
Percolation Test Witness	Per Ordinance
Planning Board Recording Clerk	\$ 21.13 per hour
	Plus \$208.10 per meeting
Board of Adjustment Secretary	\$ 21.13 per meeting
	Plus \$208.10 per meeting
Board of Health Secretary	\$ 1,381.73
Dog Warden	Per Contract

Office Cleaning	\$ 5,200.00
Emergency Mgmt.911 Coordinator	\$ 2,890.35
Deputy Emergency Mgmt. Coordinator	\$ 600.24
Clerical Help	\$ 10.00 to \$25.00 per hour
Public Works Personnel	Per Union Contract
Recycling Coordinator-PW	\$ 2,076.31
Recycling Coordinator -Office	\$ 2,076.31
Construction Official	\$ 42.14 per hour
Construction Sub-Code Official	\$ 42.14 per hour
Building Dept. Technical Assistant	\$ 17.50 per hour
Plumbing Sub-Code Official	\$ 47.68 per hour
Electrical Sub-Code Official	\$ 39.92 per hour
Electrical Inspector	\$ 35.35 per hour
Fire Sub-Code Official	\$ 35.48 per hour
Fire Prevention	\$ 7,574.96
<b><u>Court Pending final agreement among Mayors</u></b>	
Municipal Court Judge	\$ 5,887.02
Municipal Court Administrator	\$ 8,754.63
Deputy Court Administrator	\$ 2,726.42
Court Clerical Assistant	\$ 182.51
Municipal Court Prosecutor	\$ 7,556.63
Public Defender	\$ 1,380.53
Bench Recording Secretary	\$ 176.90
Violations Clerk	\$ 176.95
Court Police Coverage	\$ 1,000.00
Mileage Reimbursement	per IRS publication

ATTEST:

\_\_\_\_\_  
Michele Bobrowski, Municipal Clerk, RMC

\_\_\_\_\_  
Paul Abraham, Mayor

- Appointments for Park/Rec Commission:

Mayor Abraham appointed Mary Jo Turfaro and Sherry Shapiro to the Park & Rec Commission for 5 year terms. Comm. Schick made a motion, seconded by Comm. Swift to approve the Mayor's Appointments. **Roll Call: Comm. Swift, yes; Comm. Schick, yes; Mayor. Abraham, yes.**

**OLD BUSINESS:**

- Mailbox Damage:

The Committee read an email and looked at photos of a mailbox that was damaged during a recent snowstorm from a resident on Bonnell Road. The Committee will draft a letter to the resident letting them know that the Township policy for mailbox/post damage

repair is a \$30.00 reimbursement upon the furnishing of a receipt. Though inadequate to their damages, this is the Township's policy.

#### **BUDGET DISCUSSION FOR 2014:**

The Committee discussed a previous bond that the Township took out for Superstorm Sandy damage to be used for the DPW garage and DEP site work. The bond can't be used for road repairs due to the life of the bond needing to be at least 20 years and road repairs have a life of 5 years. There is \$575,000.00 left from the bond. DPW Foreman, Glen Griffith is looking to have a 70 x 124 building with a wash bay being required by the State of New Jersey. DPW Foreman Glen Griffith went out for quotes on the building which includes a floor, walls, and electric. The quotes are approximately \$450,000.00 for the building. DPW Foreman Glen Griffith has concerns with sloped land at the proposed site. For road repairs in 2014 there is no money available and the Committee will need to appropriate by taking on new debt or taking from surplus. The surplus available is \$1, 244,000.00. The Township has been using \$65,000.00 a year from surplus to support the regular budget. The Committee wants to keep the tax levy at \$1,388,000.00. The tax rates are down 13% from last year due to revaluation. Due to the decrease of the tax rates there is a decrease in open space farmland taxes. Repairs to Section 6 of Rick Road can be done this year but Schoolhouse Road work can't be done until 2015/2016 due to permit approval from the DEP. Oil and chip was done last year for about \$65,000.00 and the DPW would like to increase that amount this year. The DPW would like to do 2 miles a year to maintain roads at a good condition. Schoolhouse Road, Section 6 of Rick Road, and parts of Kappus Road are in poor condition. The end of Section 6 on Rick Road has no engineering done. This section of road is not regulated and engineering may not be required. The DPW would grind up the road and begin from scratch with catch basins due to water run-off. This section of road needs to be widened as well. With the DPW doing the work the cost would be considerably less than what is being quoted by Hatch Mott MacDonald in the amount of \$450,000.00. DPW Foreman Glen Griffith noted that he can do the work for approximately \$275,000.00. Road work for Schoolhouse Road would cost approximately \$490,000.00 as quoted by Hatch Mott MacDonald. There are four roads that are gravel in the Township. The DPW is requesting \$32,000.00 for maintenance of the four roads which are Goritz Road, Mt. Salem Road, Schick Road, and Whitehall Road. These four roads are approximately 3 miles in total. The DPW is requesting \$75,000.00 to \$100,000.00 for asphalt.

CFO Rees noted that there is \$110,000.00 in the equipment account and this year's budget is to add \$50,000.00. Tub grinding is needed and not included in the budget for approximately \$14,000.00. The DPW would like to increase the Operating Expenses as well by \$20,000.00 due to the age of the trucks and parts needed to keep them going. CFO Rees noted that if money is needed from Capital for truck refurbishment, an ordinance would be required which would specify which truck needed the work and a dollar amount. The pump track will need money budgeted to restore the area back to its original condition. A Soil Conservation permit will be required at a cost of \$950.00 along with the purchase of soil. CFO Rees noted that the money for this restoration could come out of the Park/Rec surplus. Mayor Abraham doesn't want monies to be taken from there. Mayor Abraham doesn't want to see future programs being eliminated due to lack

of funds available. CFO Rees noted that the monies then can be taken from Open Space as it is for park maintenance for mowing by the DPW. The walking trail will need to have surface treatment in the future. Park/Rec would like to have some of the parking area paved. Comm. Swift noted that it would make more sense to wait to pave until a municipal building is built before any paving is considered at the park. DPW Foreman Glen Griffith suggested a plumber look at the piping at the park barn. An additional \$440,000.00 is needed that isn't in the 2014 budget. The Township Committee will need to bond approximately \$700,000.00 for the road work as noted above and approximately \$40,000.00 to come out of Capital surplus. CFO Rees will contact Bond Counsel to have a revised ordinance for March 12, 2014 for a first reading reappropriating bond monies for the DPW building along with \$100,000.00 in Engineering fees for Schoolhouse Road. The DPW will proceed with road repairs on Schoolhouse Road in 2015 depending on Engineering plans and permit.

Alexandria Township currently has \$1,985,000.00 in surplus. In 2013, there was \$2,075,000.00. The Township used \$437,000.00 last year out of surplus but replaced \$347,000.00 with excess revenues. The Township is under the operating cap by \$219,000.00 and is under the tax levy cap by \$119,629.99. The biggest change the Committee has done since last year's budget is spent \$97,000.00 in debt service but has \$82,358.00 in deferred charges due to a 5% down payment on bonds in 2013 and a portion of the revaluation from the Tax Assessor. CFO Rees will confirm last year's budget numbers for oil & chip due to the possibility of a capital ordinance in the amount of \$100,000.00 needed for oil & chip in 2014.

The Committee reviewed two budget proposals from Hatch Mott MacDonald. The first budget proposal is for environmental services at 255 Hickory Corner Road. The costs of these services are \$45,655.00 total. The budget is \$28,105.00 with a 10% contingency of \$17,550.00. Mayor Abraham would like a separate account set up for this remediation to keep track of monies spent on this project. The second budget from Hatch Mott MacDonald is a proposal for oversight of pollution prevention measures at the waste oil area located at 255 Hickory Corner Road in the amount of \$7,150.00. Comm. Swift made a motion, seconded by Comm. Schick to approve the above budget proposals by Hatch Mott MacDonald for environmental services and oversight of pollution. **Roll Call: Comm. Swift, yes; Comm. Schick, yes; Mayor. Abraham, yes.**

#### **ANNOUNCEMENTS/CORRESPONDENCE:**

- Community Blood Drive:

There will be a Community Blood Drive at the Alexandria Middle School, 557 Route 513, Pittstown, NJ. The Blood Drive will be on Thursday, March 6, 2014 from 2:00 PM-8:00 PM. To schedule an appointment on-line, go to [www.alexandrischools.org](http://www.alexandrischools.org). Walk-ins welcome, Appointments encouraged!!

- Lester D. Wilson Garden Project:

The Lester D. Wilson School has built a school garden that will be a cross curricular adventure. The purpose of "Our School" organic and native plant garden is to provide an inviting, engaging, instructive, outdoor classroom for the educational pleasure of the

students. Specifically, the school seeks to provide a living laboratory for hands-on learning experiences across the curriculum, to teach children about healthy food choices and growing food; to provide meaningful outdoor activity and to foster a generation of individuals who cherish the earth and the gifts it provides us. The school is seeking the following for their garden:

- Lightweight wheelbarrow
- Bug jars with magnifiers
- Lady Bug House
- Insect Pocket Identifier
- Convertible Bench
- Pre-school tools
- Watering can
- Soaker Hoses
- Black Plastic for Weed Barrier
- Solar Powered Fountain
- Gift Cards to the Home Depot, Lowes, Etc,
- Material to make wind chimes

\* All items can be dropped off at Lester D. Wilson or Alexandria Middle School Health Offices.

In addition to their wish list they are having a "Pave the Way" Patio Fundraiser

The Lester D. Wilson School Garden Committee is excited to offer you the opportunity to purchase a personalized commemorative brick to be set in the patio and at the entrance to "Our Garden". This outdoor Classroom will feature an art garden, a reading area, butterfly and pollination gardens, solar powered fountain, pre-school pumpkin patch, compost area and many raised beds featuring vegetables, herbs and native plants. Bricks will contain special messages chosen by you which provide a great opportunity to congratulate a student, send a message to a teacher or celebrate an accomplishment. There are two brick options:

**Option #1-** \$25.00 per brick- Your 4" x 8" brick can have up to 3 lines of wording and 20 characters per line. (20 Characters includes spaces and punctuation).

**Option #2-** \$50.00 per brick which includes clip art- Your 8" x 8" brick can have up to 6 lines of wording and 20 characters per line ( 20 Characters includes spaces and punctuation).

Orders are due by **March 7, 2014**. Contact Kim Breidt at (908) 996-6812 Ext 206

Elena Koretzky at (908) 973-643-6546

**Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION:**

Comm. Swift made a motion, seconded by Comm. Schick to move to Executive Session.

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

**Open Public Meetings Act RESOLUTION- Executive Session**

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

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - \_\_\_ A confidential or excluded matter under Federal or State Law or Court Rule.
  - \_\_\_ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
  - \_\_\_ A matter constituting an unwarranted invasion of an individual's privacy rights.
  - \_\_\_ Collective Bargaining Agreement or negotiation of the Agreement.
  - \_\_\_ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
  - \_\_\_ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
  - \_\_\_ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
  - \_\_\_ Matters falling within the attorney-client privilege.
  - X  Personnel matters involving a specific employee or officer of the Township.  
(Glenn Griffith)
  - \_\_\_ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This resolution shall take effect immediately

**MOTION TO RETURN TO PUBLIC SESSION:**

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

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

**EXECUTIVE SESSION:**

The following matters were discussed in Executive Session:

- Personnel Matters/ Glenn Griffith:  
Matter to remain in Executive Session

**COMMENTS FROM THE FLOOR:** None

**MOTION TO ADJOURN**

Comm. Swift made a motion, seconded by Comm. Schick to adjourn. **ROLL CALL:** Comm. Swift, yes; Comm. Schick, yes; and Mayor Abraham, yes. **Meeting Adjourned at 9:27PM.**

**Respectfully Submitted:**  
**Michele Bobrowski, RMC, CMR**  
**Township Clerk**

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of February 26, 2014 and certify that said Minutes were approved unanimously by the Township Committee on the 12th day of March, 2014.

\_\_\_\_\_  
Paul Abraham, Mayor

Dated: \_\_\_\_\_