

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
December 14, 2022**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website, (www.alexandrianj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 7:41 PM.

ROLL CALL:

PRESENT: Mayor Plumer, Comm. Kiernan, Comm. Mortara, Comm. Arancio, and Twp. Atty. Dragan

ABSENT: Comm. Pfefferle

FLAG SALUTE:

Mayor Plumer led the flag salute.

UNFINISHED BUSINESS:

- Business Insurance Registration Program

Township Clerk/Administrator Bobrowski advised that she has been receiving phone calls from landlords asking for the Township's Business Insurance Registration Application due to new legislation passed in New Jersey in July. The Township Committee tabled an Ordinance in the fall as to the new legislation and Township Clerk/Administrator Bobrowski asked the Township Committee to reconsider the adoption of an Ordinance so that there is a policy for landlords to follow.

NEW BUSINESS:

- New payroll and timeclock services for Township

Township Clerk/Administrator Bobrowski provided a proposal to the Township Committee from Primepoint Payroll for consideration. The only costs the Township will incur will be for training employees on how to utilize the system and a new time clock for employees who do not wish to utilize their cellphone to report to work. Employees will be able to utilize an app on their cellphones to report to work and request time off.

Comm. Mortara made a motion, seconded by Comm. Kiernan to approve a new payroll and time clock service for Township employees.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

- John Miranda ROW Release Request

The Township Committee reviewed a letter from Mr. Miranda asking for the Township Committee to release two right of ways along his property in the development in which he lives to him. The right of ways are for future road accesses to the development. Township Attorney Dragan advised that the Land Use Board should be involved to see if the right of ways are still needed and that if the right of ways are not needed, then the right of ways should be divided on each side of the respective property owners. Township Clerk/Administrator Bobrowski was asked to contact Mr. Miranda and advise that a copy of his survey and deed are needed. Once obtained they will be given to the Land Use Board for review and determination of future use.

- S & P Global Rating for Alexandria Twp

On November 8, 2022, the Township received a S & P Global Ratings report from Standards and Poor's as to the Township's credit profile. The S & P Global Ratings raised its long-term rating on Alexandria Township's existing general obligation debt from AA to AA+.

- Daniels Law Enactment

Township Clerk/Administrator Bobrowski advised that effective on January 12, 2023, Daniel's Law will take effect in New Jersey. Due to Daniels Law and at the request of "covered persons" within Alexandria Township who may have been listed on past agendas and minutes the Township has removed all agendas and minutes from its website to comply with Daniels Law. If you need a copy of agendas/minutes, please file an OPRA request so that the custodian of record can review the requested document and redact information as necessary prior to its release. As the law evolves and if any amendments are made once the law takes effect on January 12, 2023, then Alexandria Township can make changes with how the public can access Township documents online. At this time, we have "covered persons" approved and they have requested the Township honor their requests prior to the law taking effect on January 12, 2023. On November 20, 2020, Governor Murphy signed Daniel's Law into law, which prohibits the disclosure of certain personal information of judges, prosecutors, law enforcement officers and their family members. Daniel Anderl, the 20-year-old son of Federal Court Judge Esther Salas and his father, Mark Anderl were gunned down when Daniel answered the front door of his parents' home. The perpetrator was disguised as a delivery person. It is believed that the intended target was Judge Salas. All efforts were made to save the lives of both Daniel and his father, but young Daniel died as a result of his injuries. The father barely survived having been shot several times. After this senseless attack, Judge Salas publicly called upon those in power to do something to protect her brothers and sisters on the bench. This was the impetus behind the enactment of Daniel's Law. The law creates a "protected class" of persons by prohibiting the home address and phone numbers belonging to judges, prosecutors, and law enforcement from being posted online. The law also includes and protects all the immediate family members residing in the home of the "protected person." Governor Murphy has also expanded the law to include language which states that if you knowingly and purposefully place the address and personal information on websites and other search engines, you may be both criminally and personally liable. Local governments are authorized to honor requests for redaction or nondisclosure, or revocation thereof, submitted by an authorized person prior to the require compliance date.

CONSENT AGENDA:

All items listed with an asterisk on the agenda "*" 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.

- Resolution 2022-119 Awarding Contract to Evergreen Fence For a Three Rail Fence to Replace the Outdoor Riding Ring Fence

Motion/Roll Call: Comm. Arancio made a motion, seconded by Comm. Mortara to approve the following resolutions below on the Consent Agenda.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2022-119 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR AWARDING CONTRACT TO EVERGREEN FENCE FOR A THREE RAIL FENCE TO REPLACE THE OUTDOOR RIDING RING FENCE

WHEREAS, the Township of Alexandria has approved monies to be used for the maintenance/repairs to the Alexandria Park through the Open Space Funding; and

WHEREAS, members of the Park/Rec Commission obtained three quotes for the installation of a three rail fence to replace the outdoor riding ring fence behind the park barn. The three quotes for this work are as follows:

- 1.) Fox Fence \$ 33,687.00
- 2.) York Fence \$ 14,345.00
- 3.) Evergreen Fence \$7,022.00

WHEREAS, the Township Chief Financial Officer certifies funds are available for this purpose and are encumbered in account ## 12-201-28-370-129

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey awarding contract to Evergreen Fence for an amount not to exceed \$7,500.00.

- Resolution 2022-120 Shared Service Agreement with Hunterdon County for Gasoline Usage at the County Garage for DPW Equipment and Township Owned Vehicles

RESOLUTION 2022-120 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR A SHARED SERVICE WITH HUNTERDON COUNTY FOR GASOLINE USAGE AT THE COUNTY GARAGE FOR DPW EQUIPMENT AND TOWNSHIP OWNED VEHICLES

WHEREAS, Alexandria Township desires to enter into a shared service agreement with Hunterdon County effective immediately and that such shared service agreement shall remain in effect until October 31, 2023 and maybe renewed upon mutual agreement between the parties; and

WHEREAS, Alexandria Township will be able to utilize up to 120 gallons of gasoline per year to be used for official Township business such as power tractors, lawn mowers and other DPW equipment. Gasoline may be used for Township owned vehicles only.

NOW, THEREFORE, BE IT RESOLVED, that the Alexandria Township Committee and Mayor are hereby authorized to execute the attached agreement for said shared service agreement

- Resolution 2022-121 Appointment of a Deputy Office of Emergency Management Coordinator

RESOLUTION 2022-121 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO APPOINT A DEPUTY EMERGENCY MANAGEMENT COORDINATOR

WHEREAS, the Township of Alexandria is currently in need of an Deputy Emergency Management Coordinator as per County and State Office of Emergency Management requirements; and

WHEREAS, Michele Bobrowski is qualified for this position; and

WHEREAS, Michele Bobrowski will be compensated a yearly stipend of \$900.00 per Salary Ordinance 2018-007 and compensation will be retroactive for all of 2022 as Mrs. Bobrowski has served in this position for quite some time without compensation;

NOW, THEREFORE BE IT RESOLVED by the Township of Alexandria to appoint **Michele Bobrowski** to the position of Deputy Emergency Management Coordinator for a 3-year term and will serve in this capacity as required in N.J.S.A. App A:9-40.1 and NJOEM 7 (2022) and will be required to meet standards under Section I.A.

- Resolution 2022-122 2023 Maintenance and Repair Materials Joint Bid Award with Bethlehem Townships

RESOLUTION 2022-122 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY FOR 2023 MAINTENANCE AND REPAIR MATERIALS JOINT BID AWARD WITH BETHLEHEM TOWNSHIPS

WHEREAS, the purchase of goods and services by local contracting units via joint agreement is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-10, et seq.

WHEREAS, the Township of Alexandria is party to a joint agreement with the Township of Bethlehem for the sharing of engineering, administrative services, and fees in connection with the procurement of maintenance and repair of road materials; and

WHEREAS, the Township of Alexandria, acting as lead agency through its municipal engineer Van Cleef Engineering Associates (which is also Alexandria and Bethlehem Township's Engineer) has solicited and obtained a joint bid for the 2023 Maintenance and Repair Materials Program on behalf of the aforementioned municipalities: and

WHEREAS, the joint bid instructions require that each of the Townships shall award or reject its contracts separately for the services and goods specified for that municipality; and

WHEREAS, Alexandria Township understands only one bid was received and opened on November 29, 2022, which bid was from Stavola Construction Materials, Inc .and was found acceptable by Van Cleef Engineering Associates; and

WHEREAS, Van Cleef Engineering Associates, in its capacity as Alexandria Township and Bethlehem Township's Engineer, has provided a recommendation of award to the Township Committee dated November 30, 2022 with respect to the bid submitted by Stavola Construction Materials, Inc.; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for this contract

WHEREAS, the Alexandria Township Attorney has reviewed the bid and finds that it is legally sufficient; and

WHEREAS, the Alexandria Township Committee has reviewed the recommendation of award from its Township Engineer and agrees with same.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, that a contract shall be awarded in response to the 2023 Maintenance and Repair Materials Joint Bid to Stavola Construction Materials Inc. in the amounts and at the unit prices listed below (references are to the recommendation of award letter/summary of bids dated November 30, 2022 attached hereto and made a part hereof):

Item	Estimated Quantity	Description	Unit Price	Contractor
5	600 Tons	Hot Mix Asphalt, Mix I-5 Surface Course (FOB)	\$78.00	Stavola Construction Materials Inc.
6b	600 Tons	Hot Mix Asphalt, Mix I-5 Surface Course (FDS)	No Bids Received	N/A
7	300 Tons	Hot Mix Asphalt, Mix I-2, Base Course (FOB)	\$68.00	Stavola Construction Materials Inc.
8b	200 Tons	Hot Mix Asphalt, Mix I-2, Base Course (FDS)	No Bids Received	N/A
9	100 Tons	Densely Graded Aggregate (DGA) (FOB)	\$16.50	Stavola Construction Materials Inc.

Item	Estimated Quantity	Description	Unit Price	Contractor
10b	800 Tons	Densely Graded Aggregate (DGA) (FDS)	\$24.50	Stavola Construction Materials Inc.
11	200 Tons	2"-4" Clean Stone (FDS)	No Bids Received	N/A
12	100 Tons	3/4" Clean Crushed Stone (FOB)	\$21.00	Stavola Construction Materials Inc.
13b	400 Tons	3/4" Clean Crushed Stone (FDS)- Alexandria	\$29.00	Stavola Construction Materials Inc.
15b	400 Tons	Screenings	\$25.50	Stavola

16b	400 Tons	(FDS)- Alexandria Rip Rap, R4 – 6” to 8” clean (FDS)- Alexandria	No Bids Received	Construction Materials Inc. N/A
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- Resolution 2022-124 Amending the Professional Services Agreement for Township Engineer

RESOLUTION 2022-124 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AMENDING THE 2022 PROFESSIONAL SERVICES AGREEMENT WITH THE FIRM LISTED BELOW

WHEREAS, the Township entered into Professional Services Agreements with the firm noted below; and

WHEREAS, it is necessary to amend this agreement to change the amount/and or the term of the contract; and

WHEREAS, the Chief Financial Officer has certified that funds are available.

NOW, THEREFORE, BE IT RESOLVED on this 14th day of December 2022 by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, that the Professional Services Agreement be and are hereby amended as follows:

FIRM	CURRENT MAXIMUM	PROPOSED MAXIMUM	CURRENT TERM EXPIRES	PROPOSED TERM EXPIRES
Van Cleef Engineering Services, Thomas Becker, PE, licensed Professional Engineer, to provide Engineering Services for the Township of Alexandria.	\$15,000	\$20,000	12/31/2022	No Change

- Resolution 2022-125 Approving the Purchase and Installation of tires for two DPW trucks through the NJ State Contract

**RESOLUTION 2022-125 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR THE PURCHASE AND INSTALLATION OF TIRES FOR TWO
DPW TRUCKS**

WHEREAS, the Alexandria Township DPW has approved monies to be used for equipment maintenance; and

WHEREAS, Township DPW Foreman Heiser obtained pricing from NJ State Contract #G0008348 for the purchase and installation of truck tires for two DPW trucks in the total amount of \$5,632.16.

WHEREAS, the Township Chief Financial Officer certifies funds are available for this purpose and are encumbered in account # 01-21-26-290-025.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey awarding the purchase and installation of truck tires for two DPW trucks in the total amount of \$5,632.16.

APPROVAL OF MINUTES:

Township Committee Meetings:

- November 9, 2022, Township Meeting

Comm. Kiernan made a motion, seconded by Comm. Arancio to approve the meeting minutes of November 9, 2022.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

- November 9, 2022, Special Meeting

Comm. Arancio made a motion, seconded by Comm. Mortara to approve the special meeting minutes of November 9, 2022.

Roll Call: Aye: Kiernan, Arancio, Mortara

Nay: None

Abstain: Plumer

Motion Carried

Executive Session Meetings:

- November 9, 2022, Executive Session

Comm. Kiernan made a motion, seconded by Comm. Arancio to approve the executive session meeting minutes of November 9, 2022.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

- November 9, 2022 Special Executive Session

Comm. Arancio made a motion, seconded by Comm. Mortara to approve the special executive session meeting minutes of November 9, 2022.

Roll Call: Aye: Kiernan, Arancio, Mortara

Nay: None

Abstain: Plumer

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS- *Due to time constraints, please note that a time limit of three minutes per individual will be applied.*

None

CORRESPONDENCE/ANNOUNCEMENTS:

With the holiday season upon us, Township residents are once again reminded to take proactive safety/security measures by locking the doors to their homes. Vehicles should always be locked as well, even when parked in your driveway or garage. Keys and key fobs should not be left inside the vehicle. Running vehicles should not be left unattended or unlocked. Valuable personal property should not be left inside vehicles. If you observe any suspicious person(s) or vehicle(s) in your neighborhood, contact your local law enforcement agency to respond and look into the matter. Be vigilant and aware of your surroundings at all times. Happy Holidays!"

PRESENTATION:

Township Clerk/Administrator Bobrowski read a Resolution for Mayor Plumer as to his years of service on the Township Committee as a Township Committeeman and a Mayor as this meeting was Mayor Plumer's last meeting on the Township Committee.

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

Comm. Arancio made a motion, seconded by Comm. Kiernan to go into Executive Session. **(8:23 PM)**

Roll Call: Aye: Plumer, Kiernan, Mortara, Arancio

Nay: None

Abstain: None

Motion Carried

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.
2023 Professionals
 - Matters falling within the attorney-client privilege.
 - Personnel matters involving a specific employee or officer of the Township.
Tax Collector

_____ 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.

Comm. Arancio made a motion, seconded by Comm. Mortara to return to Public Session **(9:20 PM)**.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- Tax Collector

Matter to stay in Executive Session

- Township Professionals for 2023

Comm. Kiernan noted he was upset about the treatment of Township Professionals and would like the Township to continue with the current Township Professionals for 2023. The Township Committee will not act on a decision without all members of the Township Committee present.

BILL LIST:

Comm. Mortara made a motion, seconded by Comm. Arancio to approve the December 14, 2022 bill list.

Roll Call: Aye: Plumer, Kiernan, Arancio, Mortara

Nay: None

Abstain: None

Motion Carried

MOTION TO ADJOURN

Mayor Plumer made a motion, seconded by Comm. Kiernan to adjourn at 9:21 PM.

Roll Call: Aye: Plumer, Kiernan, Mortara, Arancio

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:21 PM

Respectfully Submitted:
Michele Bobrowski, MMC/RMC
Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of December 14, 2022, and certify that said Minutes were approved by the Township Committee on the 12th day of January 2023.

Robert Mortara, Mayor