

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
February 13, 2019**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the
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 7:44 PM.

ROLL CALL:

PRESENT: Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, Township Attorney Dragan, CFO Steinberg

ABSENT: None

FLAG SALUTE:

Mayor Garay led the flag salute.

TOWNSHIP COMMITTEE OVERSIGHT REPORTS:

Environmental Commission (EC)/Personnel-Mayor Garay

Mayor Garay noted that for 2019 the EC has nominated Jay Arancio as the Chair and Adrienne Crombie as the secretary. At the January meeting the EC welcomed Bill Miller as their newest member. Autumn Fest is the name chosen for Community Day to be held on October 12th (Rain Date is October 13th). The following dates/activities have been set:

- 1.) April 13th-County Stream Clean-up Day
- 2.) April 20th-Well Water Testing

Aging Coordinator Report/Mayor Garay:

Linda Harris, the Aging Coordinator noted that the Alexandria Seniors have a new name, they will be called the "Alexandria Owls" Meaning older, wiser, livelier seniors. Ms. Harris would like to see more people in attendance. Currently there is a book club and a bridge club meeting on a regular basis. Delaware Valley Regional HS Performing Arts will be running a musical called "Urinetown" in which tickets for the seniors have been reserved.

Finance Update/Comm. Pfefferle:

CFO Steinberg was present and noted that before the Township can switch banks there are still issues stemming from the misplaced deposit bag by Investors bank. The finance department and tax collector are working with the tax payer in trying to get the tax payer to submit a new check for their taxpayment due to the initial one being lost. CFO Steinberg addressed a concern regarding switching banks due to several towns having their computers, banking, and township documents hacked or held for ransom. CFO Steinberg noted that when the Township did an RFP for a new bank that the Township didn't request information on internal/external banking controls. CFO Steinberg noted that he has spoken Northfield about their controls. Comm. Pfefferle recommended that a disaster recovery plan be implemented for the Township. Township Administrator/Clerk Bobrowski noted that all employees were required to attend computer/email fraud classes at the municipal offices. The Township backs-up servers, hard drives and documents on a weekly basis and back-up tapes are stored off-site. Township Administrator/Clerk

Bobrowski noted that employees have been very diligent when it comes to emails by not opening attachments or clicking on links on certain emails that appear fictitious.

DPW/Park & Rec-Comm. Kiernan:

Comm. Kiernan noted that Park/Rec met on February 12th was postponed due to the weather. DPW Foreman Heiser reported the following:

Snow Events:

Jan. 7	Salt & Grit on dirt rds.	Snow & Ice	1" on dirt rds.	5 PM	
Jan. 8	Salt & Grit on dirt rds.	Snow & Ice		3 AM	
Jan. 13	Salt & Grit on dirt rds.	Snow & Ice	1" on dirt rds.	6 AM	
Jan. 18	Salt, Plow & Grit	Snow	2" on dirt rds.	1:30 AM	
Jan. 19-20	Salt, Plow & Grit	Snow	4" all rds.	6:45 PM	(PT 9.0 Hrs.)
Jan. 29-30	Salt, Plow & Grit	Snow	3" all rds.		(PT 6.5 Hrs.)
Jan. 31	Plow & Salt	Drifts			

Checked for icy spots almost daily. The backhoe and loaders went out to take care of thick ice due to cold weather.

Dirt Roads:

Graded Whitehall Rd and topped with approx. 50 tons of DGA and 80 tons of screenings.

Graded Goritz Rd and topped with approx. the same as above. Tried to fix the edge of Shick Rd to keep the water in the ditch and not run across the road then proceeded to grade the road and top with a small amount of screenings.

Heavy rain lead to the roads being regraded, most material was able to be reused.

Pothole repairs on roads all around the township.

Light trimming of trees on roads where limbs were hitting truck mirrors and bodies.

Equipment:

Maintenance of trucks is ongoing, nothing major though. Some plows had a little damage due to main pin bolts breaking, cutting edges replaced, lights etc. Old loader (W-18) lost brakes. Master cylinder was ordered-should be fixed soon.

Park:

Garbage at park has been collected every other week since the New Year. Takes about 1.5-20 hrs. to check and collect all garbage.

Mayor Garay noted that she met with Co-Chair Yaros and discussed Alexandria Township's participation in the softball benefit game called Strike Out for Hunger. The towns participating are: Alexandria, Holland, Frenchtown, and Milford. The game is tentatively scheduled for May 4th. The information will be placed on the Township website shortly with sign up information. Practice will begin at the Alexandria Park on Sunday, March 3rd.

Open Space Advisory Commission:

Chair Evans voiced his concerns regarding Appraiser Mick Schaible appraisal of Kappus property B-18, 9.02 for 30.4 acres and is afraid that the Kappus's will reject the proposal. The Certified Market Value per acre came in at \$5,900.00. Township Administrator/Clerk Bobrowski noted that in an email the Township received from Stefanie Miller of the SADC it read that Mr. Schaible has a different philosophy when doing appraisals on preserved farm land and is the only appraiser seen incorporating this into his appraisal. Twp. Attorney Dragan noted that the Township needed three quotes from appraisal companies and from those the Township selects the two lowest quotes. In this instance, Webb Appraisals and Mick Schaible were selected. Appraisals once complete are sent the State Agriculture Development Board for review. The

Township Committee advised Chair Evans that they will review the appraisals and discuss this matter again at the next Township meeting.

Office of Emergency Management:

OEM Coordinator Harding noted that there was a boiler failure at Alexandria Middle School. Parents were concerned about potential odors due to three kids being sent to the emergency room for complaints of nausea and dizziness. Pat McGinnis was hired to obtain air samples. The tests came back negative. One wing of the school was closed for a week to let the smell air out. The school followed proper procedures during the event. Fire Marshall Giannone noted that he received a call from a parent due to overcrowding of classrooms. Fire Marshall Giannone noted that the classroom occupancy limits are very large and at no point was there an issue of overcrowding in the classrooms.

TOWNSHIP ADMINISTRATOR REPORT:

Township Administrator/Clerk Bobrowski reported the following done for the month of February:

- Reminder memo was sent out to all employees regarding the use of vacation, sick, personal day, etc. off
- Applications for Municipal ID's were distributed and authorized for employees
- Attended a Statewide Annual Insurance Re-Org meeting on February 7th in Basking Ridge. I accepted a check on behalf of Alexandria Township in the amount of \$250.00 for safety claims made by the Township for a three year period
- Dealt with personnel matters
- Dealt with payroll issues/questions
- Met with a contractor and went over office concepts to enclose the Deputy Clerk and Zoning Officer's office for safety concerns
- Sent a memo to all employees that the interior office doors are to remain locked at all times

PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:

None

PRELIMINARY BUDGET DISCUSSION/BANKING:

CFO Steinberg noted that the Township needs to start planning for debt payments coming up and how capital projects will be funded. The Township Committee will need to determine if they will or will not move forward with using deferred school taxes. CFO Steinberg noted that all towns have deferred school tax on the books. Some cons to using the deferred school tax is that it is used to bolster surplus and can only be used once for revenue and the Township needs to pay that money back. In 2014, the Township Committee started to sell notes and the law states that in 10 years the note must become permanently financed by 2024. In 2016, the bond from 2014 was not rolled into the note sale. If the Township uses the deferred school tax for this \$1.4 million note then the Township does not need to raise \$250,000.00 a year. Past Committees used the deferred school tax for budget purposes which CFO Steinberg noted was not the right thing to do. CFO Steinberg would like the Township Committee

in the next 24 months prioritize, plan projects, and use less surplus. CFO Steinberg noted that the debt is stable and the Township is renewing the note each year until 2014 and only interest is being paid. The consensus of the Township Committee is not to move forward with using the deferred school tax.

The Township Committee reviewed the five bid proposals received for Bond Council. They are:

- 1.) Archer, Attorneys at Law
 - \$2,900.00 for each bond sale, .95 per thousand
 - Ordinances: \$250.00 for 1, \$450.00 for multi
- 2.) Rugut McCarthy, LLC
 - \$5,000.00 for each bond sale, \$1.00 per thousand
 - Ordinances: \$400.00 per
- 3.) Hawkins, Delafield & Wood, LLP
 - \$3,500.00 for each bond sale, \$1.00 per thousand
 - Ordinances: \$500.00 for 1, \$250.00 for multi
- 4.) Wilentz Attorneys at Law
 - \$4,000.00 for each bond sale, \$1.40 per thousand
 - Ordinances: \$450.00 for 1, \$600.00 for multi
- 5.) DECOTIIS
 - \$3,500.00 for each bond sale, \$1.00 per thousand
 - Ordinances: \$500.00 for 1, \$675.00 for multi

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to appoint Archer, Attorneys at Law as Bond Counsel for 2019.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

- 1.) Northfield Bank

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize CFO Steinberg to begin opening accounts with Northfield Bank .

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

2.) Resolution 2019-047 Emergency Appropriation for 2019
 Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-047.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Resolution 2019-047 of the Township of Alexandria
 County of Hunterdon
 State of New Jersey
 2019 Temporary Emergency Appropriation

<u>Account Description</u>	<u>Amount</u>
<i>Mayor and Council: S&W</i>	6,500.00
<i>Mayor and Council: OE</i>	1,500.00
<i>Administration S & W</i>	6,500.00
<i>Municipal Clerk: S&W</i>	30,000.00
<i>Municipal Clerk: OE</i>	12,000.00
<i>Municipal Web Site</i>	3,000.00
<i>Financial Admin: S&W</i>	35,000.00
<i>Financial Admin: OE</i>	12,000.00
<i>Audit Services: OE</i>	14,500.00
<i>Rev Admin (Tax Col.): S&W</i>	15,500.00
<i>Rev Admin (Tax Col.): OE</i>	3,500.00
<i>Tax Assessment: S&W</i>	17,500.00
<i>Tax Assessment: OE</i>	1,000.00
<i>Legal Serv (Lgl Dept): OE</i>	59,000.00
<i>Agricultural Commission</i>	250.00
<i>Historical Commission OE</i>	250.00
<i>Engineering Services: OE</i>	14,900.00
<i>Land Use Board: S&W</i>	7,500.00
<i>Land Use Board: OE</i>	3,750.00
<i>Zoning Board of Adj.: S&W</i>	5,000.00
<i>Zoning Board of Adj: OE</i>	250.00
<i>Construction Official (BUILDING DEPT)</i>	46,500.00

Construction Official: OE	11,000.00
Zoning Officer: S&W	5,000.00
Zoning Officer: OE	250.00
General Liability Insurance OE *****	65,000.00
Worker Compensation Insurance *****	30,000.00
Employee Group Insurance	93,000.00
Medical Waiver Payments	14,000.00

Unemployment Insurance	3,500.00
COAH	.00
Emergency Management: S&W	1,900.00
Emergency Management: OE	50.00
Aid to Volunteer Fire Companies	0.00
Fire Hydrants	440.00
Contrib to First Aid Org	0.00
FIRE PREVENTION S&W	4,100.00
FIRE PREVENTION O/E	50.00
Munic. Prosecutor's Office: S&W	3,900.00
Road Maintenance: S&W	225,000.00
Road Maintenance: OE	60,000.00
Snow Removal	40,000.00
Solid Waste Collection(Recycling): S&W	4,250.00
Solid Waste Collection: OE	15,000.00
Buildings and Grounds: S&W	2,800.00
Buildings and Grounds: OE	1,275.00
Pub Health (Bd of Health): S&W	2,000.00
Pub Health (Bd of Health): OE	5,000.00
Environmental Commission: OE	1,000.00
Celebration of Public Events OE	2,250.00
Electricity	6,750.00
Street Lighting	2,250.00
Telephone	3,650.00
Diesel and Gasoline Fuel	12,500.00
Propane	3,750.00
Pension *****	80,890.00
SOCIAL SECURITY	35,000.00
DCRP EMPLOYER SHARE	1,000.00
Municipal Court: S&W *****	30,000.00
Municipal Court: OE	8,500.00
Public Defender Salaries and Wages	730.00

SHARE OF HEALTH INSURANCE	4,000.00
Total Temporary Emergency	
Appropriation Before Debt Service:	1,012,088.00
Capital Improvement Fund	0.00
BOND PRINCIPAL	.00
INTEREST ON BONDS	55,715.00
Note Interest	.00

Total 2019 Temporary Emergency	
Appropriation	1,131,650.00

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
		Garay	X			
X		Pfefferle	X			
	X	Kiernan	X			

OLD BUSINESS:

- Penn East Update
Mayor Garay noted that surveyors have been out all over the area and both residents and surveyors have been handling everything very well.
- Mileage Reimbursement Policy Amendment
Township Administrator/Clerk Bobrowski provided the Township Committee with revisions to the Mileage Reimbursement Policy as discussed at the January 9th meeting.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the revised Mileage Reimbursement Policy.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

NEW BUSINESS:

- Little York Raceway Drainage
Property and Business Owner Connie Pasterkiewicz of the Little York appeared before the Township Committee asking for assistance in cleaning out the raceway that runs behind the Little York and residences nearby. Mrs. Pasterkiewicz noted that she has been the property owner at the Little York for over 25 years and the race way that separates Holland and Alexandria Township needs to be cleaned.

There are overgrown trees and debris blocking the flow of the water and is causing tremendous flooding on her property. Recently, a new septic was installed at the property and before the hole could be filled in rain came and water flooded about ¾ of the septic hole just from one rain event. It was noted that the raceway is on the deeds of the homes in Little York and a pipe still exists that went into the mill and hit the wheel. Mayor Garay noted that the Township Engineer will be informed and the Township will wait on a report to determine how to repair the raceway.

- **County Request for Rescue Boxes**

Fire Marshall Giannone and OEM Coordinator Harding were present along with members of the Milford Fire Company. Fire Marshall Giannone noted that on January 16th, James Curry, Hunterdon County Public Safety Director sent letters to each municipality regarding the implementation of “Rescue Boxes”. These fire boxes would be predetermined response alerts for non-fire, non-ems incidents similar to the “Fire Box Plan” that is currently in effect. Fire Marshall Giannone noted that such incidents would naturally and simultaneously involve both Fire and EMS departments; Mr. Curry is asking each municipality to designate a lead agency to simply alerting’s. Both Fire Marshall Giannone and OEM Coordinator Harding would like the Township to continue utilizing the fire company/EMS within each district to act as the primary coordinator. The Township has five districts and they are Fire Stations 16, 25, 43, 91 and 92. All the Township Fire Companies have the personnel, training and equipment to handle incidents beyond normal fire responses. The Township EMS Squads 16, 25, and 41 have concentrated EMS capabilities. Fire Marshall Giannone noted that Milford-Holland Rescue has well developed rescue capabilities but the Milford Fire Company also performs these capabilities and has more manpower to deal with a variety of situations. Fire Marshall Giannone and OEM Coordinator Harding noted to the Township Committee that this request from the County is only for the 911 Center to be able to simplify response time and recommend that the appropriate Fire Companies within the Alexandria Township coverage area be designated as the lead agencies in their coverage areas.

- **Resolution 2019-040 Discharging Mortgages and Housing Rehabilitation Agreements and Restrictions for Mary MacIntyre B-20.02, L-2**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-040.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2019-040 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY DISCHARGING MORTGAGES AND HOUSING REHABILITATION
AGREEMENTS AND RESTRICTIONS**

WHEREAS, certain mortgages were made by **Mary MacIntyre** (“Mortgagor” or “Property Owner”) on June 15, 2001 and July 3, 2002, respectively, to the Township of Alexandria (“Township”) to secure repayment of rehabilitation loans in the total amount of \$16,000.00 (\$8,000.00 each) given by the Township for affordable housing rehabilitation purposes for Property Owner's residence located on 1628 County Route 519, Pittstown, also known as Block 20.02, Lot 2 in the Township (the “Property”) pursuant to the Township’s affordable housing and fair share plan; and

WHEREAS, the mortgages were respectively recorded in the Hunterdon County Clerk’s office on June 27, 2001 in Deed Book 2051, on Page 275 and on July 19, 2002 in Deed Book 2233 on Page 908; and

WHEREAS, simultaneously with each of the above-referenced mortgages, the Township and the Property Owner also entered into Township/Homeowner Agreements whereby the Property Owner agreed to abide by the terms and conditions of the Township’s Housing Rehabilitation program and to deed restrict the residence on the Property for affordable housing for a period of six (6) years from the date the home improvements were completed: and

WHEREAS, the aforesaid Township/Homeowner Agreements and Deed Restrictions were recorded in the Hunterdon County Clerk’s Office on June 27, 2001 in Deed Book 2012, Page 364 and on July 19, 2002 in Deed Book 2042, Page 828, respectively; and

WHEREAS, the Township Committee is satisfied that the Property Owner, who has since become deceased, fulfilled the terms of the Township/Homeowner Agreements during her lifetime and that there is no interest due the loans since she continued to reside on the Property for at least six (6) years which was the minimum number of years required in order to receive the loan interest-free; and

WHEREAS, the Township has received payment in full for the remaining amounts due on the loans (\$15,990.00 total) and finds that it is appropriate to discharge the mortgages and the deed restrictions.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 13th day of February, 2019 as follows:

1. The aforesaid preambles are incorporated within this Resolution as if full set

forth herein; and

2. The Township Committee approves the discharge and cancellation of the mortgages on the Property made by the Mortgagor Mary MacIntyre to the Township on June 15, 2001 and July 3, 2002, respectively and which were recorded in the Hunterdon County Clerk's office on June 27, 2001 in Deed Book 2051, on Page 275 and on July 19, 2002 in Deed Book 2233 on Page 908, respectively; and
3. The Township Committee also approves the discharge and cancellation of the Township/Homeowner Agreements and Deed Restrictions which were made by the Property Owner for the benefit of the Township on June 15, 2001 and on July 3, 2002, respectively and thereafter recorded in the Hunterdon County Clerk's office on June 27, 2001 in Deed Book 2012, Page 364 and on July 19, 2002 in Deed Book 2042, Page 828, respectively

4. The Mayor, Deputy Mayor, Township Clerk and/or Township Attorney, as applicable, are hereby authorized to sign cancellations of the original mortgages or sign a Discharge of Mortgage document for each of the rehabilitation loans, as may be applicable, and to further sign Discharges of the Deed Restrictions on the above-referenced Property and/or any other documents necessary to effectuate the cancellation of same and to file them with the Hunterdon County Clerk's office, as appropriate.

5. This Resolution shall take effect immediately.

- Resolution 2019-041 Appointment of Interim Municipal Court Administrator for 1/1/2019 to 12/31/2019

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-041.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2019 -041 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY APPOINTMENT OF INTERIM MUNICIPAL COURT
ADMINISTRATOR
1/1/2019 to 12/31/2019**

WHEREAS, Ms. Jacqueline Signorile was hired on January 2, 2018 as the Joint Court of the Delaware Valley Municipal Court Administrator; and

WHEREAS, Ms. Signorile is currently considered an Interim Municipal Court Administrator pursuant to N.J.S.A. 2B:12-11(e) since she was hired January 2, 2018 and does not hold a municipal court administrator certificate; and;

WHEREAS, the statute allows the governing body to appoint a person as Municipal Court Administrator that is not a certified Municipal Court Administrator, on an interim basis, for a period not to exceed one (1) year commencing on the date of the appointment January 2, 2018; and

WHEREAS, the statute further states, "Any person so appointed may, in consultation with the judge of the municipal court, be re-appointed as a municipal court administrator, on an interim basis, for two (2) subsequent one-year terms. The municipal court administrator appointed on an interim basis may be reappointed for a fourth, and if necessary, a fifth additional one-year term, provided the municipal court administrator is currently enrolled in the certification program and needs additional time to complete that program."

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, Hunterdon County, State of New Jersey, that it hereby appointed Jacqueline Signorile as Interim Municipal Court Administrator for a one-year term commencing January 1, 2019 and ending December 31, 2019.

- Resolution 2019-042 Volunteer Tuition Credit Program
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-042.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Township of Alexandria
RESOLUTION NO. 2019-042

**RESOLUTION AUTHORIZING THE TOWNSHIP'S PARTICIPATION
IN THE VOLUNTEER TUITION CREDIT PROGRAM (P.L. 1998, c. 145)**

WHEREAS, the Township Committee of the Township of Alexandria in the County of Hunterdon, deems it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Township of Alexandria; and

WHEREAS, the State of New Jersey has enacted P.L. 1998, c.145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that the Volunteer Tuition Credit Program as set forth in P.L. 1998, c.145 is herewith adopted for the volunteer firefighters and emergency medical technicians in the Township of Alexandria; and

BE IT FURTHER RESOLVED that the Township or Deputy Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under P.L. 1998, c.145, a copy of which is herewith made part of the herein Resolution.

This being submitted at the Township Committee meeting held February 13, 2019.

- Resolution 2019-043 Salary Resolution for 2019

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-043.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2019-043 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 2019

Township Committeemen	\$ 4,351.40
Township Clerk	\$ 57,134.65
	\$ 220.02 Special Mtg.
Deputy Clerk	\$ 40,500.00
Township Administrator	\$ 13,135.37
Chief Financial Officer	\$ 36,057.56
Asst. CFO	\$ 35.44 per hour
Finance Assistant	\$ 22.78 per hour
Tax Assessor	\$ 34,425.08
Tax Collector	\$ 27,337.50
Zoning Officer	\$ 9,745.92
Registrar of Vital Statistics	\$ 1805.49
Deputy Registrar	\$ 350.00
Percolation Test Witness	Per Ordinance
Land Use Secretary	\$ 20.25 per hour
	Plus \$212.76 per meeting
Land Use Board Administrative Stipend	\$228.94 a month
Board of Health Secretary	\$ 1,503.20
Dog Warden	Per Contract
Office Cleaning	\$ 5,656.80
Emergency Mgmt.911 Coordinator	\$ 3,175.68
Office Help	\$ 10.00 to \$35.00 per hour
Public Works Personnel	Per Union Contract
Seasonal Snow Plow Operator	\$ 25.00 per hour
Seasonal Park Help	\$ 15.00 per hour
Recycling Coordinator-PW	\$ 2,258.20
Recycling Coordinator -Office	\$ 2,258.20
Construction Official	\$ 52.40 per hour
Construction Sub-Code Official	\$ 46.30 per hour
Building Dept. Technical Assistant	\$ 19.02 per hour
Plumbing Sub-Code Official	\$ 52.40 per hour
Electrical Sub-Code Official	\$ 43.85 per hour
Electrical Inspector	\$ 38.84 per hour
Fire Sub-Code Official	\$ 46.30 per hour
Fire Inspector	\$ 46.30 per hour
Fire Prevention	\$ 240.64

Court Salaries for the Joint Municipal Court of Holland, Alexandria, and Frenchtown

Municipal Court Salaries Paid per Court Percentages

***Note:**

Court Salaries of the Court Judge and Deputy Court Administrator are paid in accordance with proportionate shares based on 2018 Activity which for 2019 are:

Alexandria Township - 22% 378 Tickets based on a Total of 1754
Frenchtown - 72% 1266 Tickets based on a Total of 1754
Holland - 6% 110 Tickets based on a Total of 1754

Municipal Court Judge \$ 6,986.16
Deputy Court Administrator \$ 4.57 per hour
(2% raise per Court Agreement)

Court Salaries Paid by Alexandria Township

Municipal Court Prosecutor \$ 7,845.36
Public Defender \$ 1,472.34

***Note:**

Alternate Prosecutor and Alternate Municipal Public Defender are to be personally compensated by the Current Prosecutor and Current Public Defender per an agreement between these parties.

***Note:**

Court Police Coverage is paid in accordance with the Court Agreement between Holland Twp., Alexandria Twp., and Frenchtown Boro in equal shares of 1/3 per each Municipality.

Court Police Coverage \$ 8.44 per hour

***Note:**

Court Runner is paid by Frenchtown Boro as the Lead Agency and Holland and Alexandria Townships pay 1/3rd of the salary back to Frenchtown. Hourly Rate of \$15.00.

Court Runner \$ 5.00 per hour

***Note:**

The Municipal Court Administrator is paid in full by Alexandria Township as the Lead Agency. Holland and Alexandria Township contribute 1/3rd each to Alexandria Township on a quarterly basis for salary and health benefits.

Municipal Court Administrator \$ 51,000.00
(2 % raise per Court Agreement)

Mileage Reimbursement .580 per IRS publication

- Resolution 2019-044 2018 Grant Application

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-044.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2019-044 OF THE TOWNSHIP OF ALEXANDRIA,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR THE
2018 TONNAGE GRANT APPLICATION**

WHEREAS, The Mandatory Source Separation and Recycling Act, P.L. 1987, c.102 has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection and Energy is promulgating recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including, but not limited to, making and keeping accurate verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for the 2018 Recycling Tonnage Grant will memorialize the commitment of this municipality to recycling and indicate the assent of the Township of Alexandria to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure that the application is properly completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria that Alexandria Township hereby endorses the submission of a municipal Recycling Tonnage Grant Application to the New Jersey Department of Environmental Protection and Energy and designates Michele Bobrowski, Alexandria Township Recycling Co-Coordinator, to ensure that the said application is properly filed.

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant is deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

- Resolution 2019-045 Appointing Jennifer Houck as Co-Recycling Coordinator
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-045.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2019-045 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING JENNIFER HOUCK AS CO-RECYCLING
COORDINATOR**

WHEREAS, there exists a vacancy of Co-Recycling Coordinator for Alexandria Township due to the retirement of DPW Foreman, Glenn Griffith on December 31, 2018;

WHEREAS, the Alexandria Township Committee appointed DPW Foreman, Glenn Griffith and Township Clerk, Michele Bobrowski to share the duties of Recycling Coordinator on March 14, 2014;

BE IT RESOLVED by the Alexandria Township Committee that Jennifer Houck is appointed as Co-Recycling Coordinator to assist Co-Recycling Coordinator Michele Bobrowski and the DPW. Jennifer will split a yearly salary of \$4516.40 with Michele and each paid a salary of \$2,258.20.

- Resolution 2019-46 Authorizing Release of Unused Sick Time to DPW Foreman Glenn Griffith Due to Retirement as Set Forth in the 2019 Budget Appropriation
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-046.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2019 – 46 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING RELEASE OF UNUSED SICK TIME TO DPW
FOREMAN GLENN GRIFFITH DUE TO RETIREMENT AS SET FORTH IN THE 2019 BUDGET
APPROPRIATION**

WHEREAS, on December 31, 2018 Glenn Griffith, former DPW Foreman retired from Alexandria Township after 25 years of service; and

WHEREAS, Section 3 of the DPW Contract of Local Union No. 469 reads as follows:

SECTION 3. Sick leave shall be earned in the following manner:

(a) One day for each full month of service with the EMPLOYER during the first year of employment.

(b) Fifteen days per year for each year of service with the EMPLOYER thereafter beginning with the second year of employment.

(c) Sick leave entitlement shall be cumulative from year to year, said accumulation having commenced on January 1, 1987.

(d) Upon separation from the employ of the Township, except in case of firing which is upheld per this contract, all EMPLOYEES are entitled to receive 25% value of days accrued. This entitlement shall not exceed a maximum of 200 (two hundred) days and the payment for these days will be capped at \$15,000.00.

WHEREAS, former DPW Foreman Glenn Griffith accrued 2,411.50 sick hours while employed by Alexandria Township; and

WHEREAS, former DPW Foreman Glenn Griffith is entitled to compensation of \$15,000.00 for his unused sick hours.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria in the County of Hunterdon, State of New Jersey on this 13th day of February 2019 that the allocation of payment for unused sick time be paid to the former DPW Foreman as set forth in the 2019 Budget.

- Ordinance 2019-001 - ***1st Reading*** Supplemental Ordinance Appropriating Additional Funds in the Amount of \$20,000.0 (Twenty Thousand Dollars) To Provide for Unforeseen Drainage Costs Encountered in the Mount Salem Road Project Originally Funded Through Ordinance 2018-8

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Ordinance 2019-001 on 1st Reading. **Public Hearing will be on March 13, 2019 at 7:35 PM.**

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
COUNTY OF HUNTERDON
ORDINANCE NO. 2019-1**

SUPPLEMENTAL ORDINANCE APPROPRIATING ADDITIONAL FUNDS IN THE AMOUNT OF \$20,000 (TWENTY THOUSAND DOLLARS) TO PROVIDE FOR UNFORESEEN DRAINAGE COSTS ENCOUNTERED IN THE MOUNT SALEM ROAD PROJECT ORIGINALLY FUNDED THROUGH ORDINANCE NO. 2018-8

WHEREAS, The Mayor of the Township of Alexandria, Hunterdon County, State of New Jersey, had adopted Ordinance 2018-8 which appropriated a total of \$290,000.00, (two hundred ninety thousand dollars) which included a grant from the State of New Jersey Department of Transportation in the amount of \$240,000.00 (two hundred forty thousand dollars), for the purpose of road and drainage improvements, and

WHEREAS, the original total project costs, including the necessary drainage work were estimated not to exceed \$290,000.00 (two hundred ninety thousand dollars), and

WHEREAS, additional, unforeseen drainage improvements in an amount not to exceed \$20,000 (twenty thousand dollars) have been deemed necessary by the Township Engineer to complete the project,

NOW, THEREFORE, BE IT ORDAINED, that the additional funds required in the amount of \$20,000.00 (Twenty Thousand dollars) to fund the additional drainage improvements which were unforeseen when ordinance 2018-8 was adopted shall be appropriated from the Township Capital Surplus account, account number 04-225-55-002-002 in the Township of Alexandria Capital Fund.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon its publication, following final adoption, as provided by law.

- Remedial Action Report/Authorization to Submit a Remedial Phase Report through NJDEP Online
DPW Garage
255 Hickory Corner Road

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize Mayor Garay to sign the Remedial Phase Report and have it submitted to LSRP Schwarzkopf.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

- Refund of Dog license in the amount of \$18.00 to Jane Muzyka

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve a refund of \$18.00 to Township Resident Jane Muzyka due to the death of her dog.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

ENGINEER'S REPORT:

Township Engineer Decker noted in a report dated February 13th the following updates:

- 1.) Attended a Special Township Committee meeting on January 23rd
- 2.) Met with DPW Foreman Heiser and Deputy Clerk Houck regarding the Mt. Salem Road project
- 3.) Inspected Schoolhouse Road with DPW Foreman Heiser on January 31st. DPW Foreman Heiser advised Township Engineer Decker that he was not aware of any issues with school buses or the road width. Both agreed that a guard rail maybe appropriate adjacent to the road side ditch for safety purposes.

APPROVAL OF MINUTES:

- January 3, 2019 Township Re-Org Meeting
- January 9, 2019 Township Meeting
- January 9, 2019 Executive Session

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

Township Resident and Former Mayor Gabe Plumer suggested that the Township have the School Board Election removed from the November ballot and select a new election date so that the School Board would be required to submit a budget to the Township Committee for recommendations of tax cuts.

CORRESPONDENCE/ANNOUNCEMENTS:

None

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. (Time 10:06 PM.)

Roll Call: Aye: Garay, Pfefferle, Kiernan

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.
Delaware River Tubing
Penn East Pipeline Co. LLC v. Kroese, et. al.

- Matters falling within the attorney-client privilege.
 - NJ Clown Farm**
 - Shared Service**
 - Joint Court**
 - Hunterdon County Economic Grant**
 - Personnel matters involving a specific employee or officer of the Township.
 - Payroll**
 - 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. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(10:49 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

BILL LIST:

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to approve the February 13, 2019 bill list.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to have Mayor Garay move forward with Hunterdon County Economic Development by having Alexandria Township in a Pilot Program for Agro Tourism.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Follow up with the Building Department and the Hunterdon County Health Department will be made by Township Administrator/Clerk Bobrowski in regards to a Salvation Army Complaint.

The Latter House of Glory contacted Comm. Pfefferle and voiced their objections to Tax Assessor Laura Whitaker coming to their home for an inspection. The Latter House of Glory was advised that the Tax Assessor is independent from the Township.

The following matters were discussed in Executive Session:

- Delaware River Tubing
No Update
- Clown Farm
The Court date is February 20, 2019 at 2:00 PM.
- Joint Court
The Kingwood/Milford merger is not finalized with Lambertville and they are also exploring a merger with West Amwell.
- Penn East
Penn East is surveying throughout the community.
- Shared Services
Comm. Pfefferle has completed the letter to send out and is working on addresses.
- Payroll
Matter to stay in Executive Session
- Hunterdon County Economic Grant
Marc Saluk, the Hunterdon County Economic Director and Freeholders Lagay and Holt are on board with the Township's grant proposal for special events as the topic relates to Agritourism and are viewing this as a pilot program since several Townships in the County are dealing with similar issues. The County is suggesting the formation of a small committee of both Township and County representatives to ensure that everything is done correctly.

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 10:50 PM.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 10:50 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of February 13, 2019 and certify that said Minutes were approved unanimously by the Township Committee on the 13th day of March 2019.

Michelle Garay, Mayor