

**ALEXANDRIA TOWNSHIP COMMITTEE  
SPECIAL BUDGET MEETING  
MINUTES  
February 26, 2020**

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](http://www.alexandrianj.gov)) as required by the Open Public Meetings Act.

**Meeting Called to order at 6:00 PM.**

**ROLL CALL:**

**PRESENT:** Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan

**ALSO PRESENT:** DPW Foreman Heiser, CFO Steinberg

**ABSENT:** None

**FLAG SALUTE:**

**COMMENTS FROM THE FLOOR ON AGENDA RELATED MATTERS:**

Multiple residents from Stonewicke, Colt, and Hill Hollow Roads came before the Township Committee to address their concerns and need for their roads to be repaired this year. Resident Peter Pfreunds Schuh noted that the development was built in 1985. The road has surpassed its life expectancy of 25 years. The residents are requesting the road to be repaired fully. They do not want the road oil/chipped they want the road brought down to the base and repaved. There are some areas of the road that are retaining water and causing the road to buckle as well. A petition was provided to the Township Committee that had 26 out of 27 resident signatures. The one signature not received was a no response.

**BUDGET WORK SESSION # 1:**

- DPW Budget

The following budget was reviewed by the Township Committee. CFO Steinberg will need to determine if the DPW can use the Morris County Co-op paving instead of going out to bid. Road projects listed have the basins included in the budget costs. Mayor Plumer will reach out to Twp. Eng. Decker to get his input on some projects. Comm. Pfefferle will reach out to Robert Schwarzkopf of Najarian Associates to see if his company performs asbestos removal to get an updated quote on the removal at the Pepe house.

*Stonewick Development:*

**MILLING**

7100 SY profile mill x \$ 2.65 Per/SY \$19,000

3200 SY 1"-2" mill ( cul-de-sac's) x \$3.05 Per/SY \$10,000

**PAVING**

Road

13,233 SY x .1133 = 1500 tons x \$74.40 \$111,600

Cul-de-sac's

4,288 SY x .1133 = 486 Tons x \$74.40 \$36,160  
Total \$176,760  
Plus 10% \$17,676  
**TOTAL \$194,436**

***OIL & CHIP:***

Ramshorn .38  
Northwood .39  
Sunshine .34  
Stonemill .17  
TOTAL 1.23  
1.23 miles x 5280 ft/mile = 6494 LF  
6494LF x 30 w = 195,000SF / 9 = 21,666 CU/YD  
21,666 CU/YD x \$1.78 = \$ 38,565.48  
Plus (10%) + \$3856  
TOTAL \$ 42,421  
Creek Rd. & Tinsman  
(with Kingwood)  
3.31 total miles x \$10,000 per/mile = \$33,100  
Plus (10%) + \$ 3,310  
TOTAL \$36,410  
\$42,421  
+ \$36,410  
TOTAL \$78,831

***Pepe Property:***

Asbestos Abatement \$20,000  
Excavator w/grapple (Powerco) \$2,700  
6 Dumpster @ 275 per haul \$1650  
6 Ton/Per dumpster @ \$71 = \$426 x 6 = \$2556  
Concrete Ryc. 6 trucks @ \$150 \$900  
Total \$27,806  
Plus (10%) \$2,780  
TOTAL \$30,586

***F-350 Pickup w/ Liftgate & Plow:***

Truck w 7year/100,000 mile powertrain \$32,902  
Anthony Liftgate installed(Monmouth Truck) \$3,325  
8 1/2' Boss Plow installed (Monmouth Truck) \$4,950  
TOTAL \$41,177

***EQUIPMENT FUND:***

TOTAL \$75,000  
TOTAL \$420,030

***Balances from past:***

2014 Road Program  
04-215-56-961-000 \$4,157.98  
2015 Road Program  
04-215-56-965-000 \$26,180.22  
2017 Road Program  
04-215-56-967-000 \$33,851.66  
Mt. Salem Rd. Project

04-215-56-970-000 \$18,752.27  
2019 Road Program  
04-225-55-000-012 approx. \$100,000  
TOTAL \$182,942.13

The 2019 Road Budget was high:

1. About \$35-40,000 of asphalt were figured in for Schaaf Rd. that the engineer did not complete the plans until November.
2. Line stripping was not done, I would like to do the whole town every 2 years.
3. I figured Oil & Chip at \$2.10 per SY and it was around \$1.80 that was around \$13,000 high.

**O&E:**

Can we move these items to O&E instead of capital? They do not qualify for capital.

1. Line painting .095 L/F x 237,000 = \$22,572 every 2 years
2. Dust Control 4000 gal. x \$1.05 = \$4,200
3. Stone and screenings for dirt roads \$10,000
4. Asphalt for patching \$20,000

- Park/Rec Budget

Township Clerk/Administrator Bobrowski reported the following:

Park/Rec-The Park/Rec have not been given a budgeted amount to be spent from the Open Space Fund Account in years. A referendum question was passed in 2004 that: "Shall the Alexandria Township Committee expand the permitted purposes of the Township "Open Space Trust Fund", which is currently limited to only farmland preservation, to include other customary open space preservation purposes; including (a) acquisition of lands for recreation and conservation purposes; (b) development of lands acquired for recreation and conservation purposes; (d) preservation of historic properties, structures, facilities, sites, areas or objects and the acquisition of such properties, structures, facilities, sites, areas or objects for historic preservation purposes; and (e) payment of debt service on Township indebtedness issued or incurred as permitted by law."

Park/Rec is looking to do a Playground Renovation Project for 2020 which is being required by the insurance company for safety. The cost of the project is \$28,971.48. The Park/Rec have been under the assumption that they have a "Capital Account" that as of 2014 had \$79,743.85 in it. In 2019, that account started with \$64,462.23 and ended the year with \$39,872.32. This account was being used for projects and special purchases approved by the Park/Rec Commission. In 2019, maintenance items were charged against it for weed control and seeding to porta john rentals. These charges have never come out of this account before and after the playground is brought up to code and annual maintenance items paid the account will be wiped clean. The Park/Rec Comm. would like this "Capital Account" reimbursed for the 2019 annual maintenance costs and porta john charges. They will also not be moving forward with providing the Alexandria PTO with a \$2,000.00 assistance for their Autumnfest due to low funds preventing them from future projects they are planning. Park/Rec believes the Township should bore expenses for gravel in the park as the municipal offices are now located in the park and generate a lot of traffic and use. Park/Rec is requesting the Committee for an annual budget for 2020 so

they can plan on maintenance items for the year. Park/Rec is also asking why pavilion and barn rental fees are not showing up on the "Capital Account" statement as has been the case in the past. All monies are deposited directly in the "Other Trust Account". Playground maintenance project of \$28, 971.48 plus a budget for maintenance is being requested for 2020.

CFO Steinberg noted that the Park/Rec Commission does not have a "Capital Account" they have a "Trust Account". Past projects have come out of open space and the playground repairs are maintenance and will come out of open space as well.

- Bureau of Fire Prevention Budget

Township Clerk/Administrator Bobrowski reported the following:

Bureau of Fire Prevention- Fire Marshall Giannone collected \$14,914.00 in 2019. His office has been operating with a surplus every year which under the Fire Code Enforcement NJAC 5:71 Collection of and Accounting for Fees and Penalties is frowned upon. Same as the Building Department under the NJ DCA-fees brought in must balance out against expenses. Departments should not be earning money. There was a surplus of \$5,534.00 just for 2019. Fire Marshall Giannone would like each of the 5 fire companies which cover Alexandria be given \$750.00 each for Fire Prevention Month in October to be in compliance with the State. **\$750.00 for each of the five fire companies is being requested for 2020 to utilize Fire Prevention Surplus for Fire Prevention Month in October.**

Township Committee would like for the Fire Marshall to look into purchasing smoke detectors to be distributed to residents with the surplus money as an additional option.

- Buildings/Grounds Budget

Township Clerk/Administrator Bobrowski reported the following:

Building and Grounds-This line item needs a major overhaul. The Clerk Account is being overdrawn by thousands each year due to paying for expenses related to the Municipal Building such as pest control, AC/Htg. Maintenance, Generator Maintenance, alarms, etc. The Township has only been allotting about \$3,000.00 a year and the balance of the latter is coming out of the Clerk account causing the account to be overdrawn the past few years since we been in our new location. The maintenance/repair costs are getting more and more. We also need to budget an additional \$4,000.00 for 2020 to make repairs on the furnace/ac unit in the basement along with \$3,000.00 for lighting in the basement. A new urinal is needed in the men's bathroom per the plumbing inspector as there are issues with the current urinal and the unit that was installed is not to par. Quotes have been secured for the furnace/ac and our Construction Official has selected a company he feels would provide the best service and we get more out of the repairs for the cost. **An increase of \$22,397.00 is needed for this line item.**

- 2020 Court Budget  
There has been no approval yet of the 2020 budget.

- Clerk Budget

Township Clerk/Administrator Bobrowski reported the following:

**Asking for the budget of \$30,000.00 to remain** (Clerk/Deputy Clerk) Big Expenses for this year are:

- Primary Election \$4,200.00
- State Police Coverage for Election Polls (June/November \$3,800.00)
- Jennifer's QPA classes \$5,000.00
- IIMC Conference \$1,500.00 in May. MCANJ is free since I'm on the Executive Board.
- Legal ads-Spent \$4,751.23 in 2019
- General Code Maintenance \$1,500.00
- Office Supplies-Spent \$1,800.00 last year
- Meetings/Association dues \$2,000.00

General Code-Codification from 2016 to Present- A budget of \$7,000.00 is being requested as per attached quote.

- IT Budget

Township Clerk/Administrator Bobrowski reported the following:

Line item being requested for IT. \$10,000.00 for 2020. We have entered into a yearly contract of \$4,188.00 for the year. We need to upgrade the server and bring our emails into the cloud per insurance standards \$2,000.00. We have expended \$1,499.00 so far in 2020 for computer/software installs for all departments including the DPW. **Line item addition of \$10,000.00.**

- 2020 Professional

Township Clerk/Administrator Bobrowski reported the following:

We have seen an upward trend in 2019 for the Labor Attorney, Tax Attorney, and the Twp. Planner. I anticipate that the \$5,000.00 that has been budgeted for these Professionals needs to increase for 2020 due to Personnel/Union Contracts, the Latter House of Glory along with regular Tax Appeals, and the completion of the Special Events Ordinance. Twp. Engineer Decker has been asked to submit a 2020 budget, esp. since the Township has received grants for Phase I and Phase II of Schaaf Road. Twp. Atty. Dragan has agreed to work 30 hours a month at \$150.00 an hour and if she gets close to these hours she is to receive authorization from the Township Committee. Twp. Planner Banisch needs to have his budget increased since he will be tasked to complete the

Special Events Ordinance and the possible marijuana ordinance if licenses are granted in Alexandria Township. The Township Committee will need to determine a comfortable balance for these professionals for 2020 as the current limits are not possible. For 2020, so far we have been billed approximately \$9,000.00 from our Labor Attorney which is over the allotted \$5,000.00 already.

On top of the regular Township Professionals, the Township will need to budget an additional \$17,000.00 for the Barn Roof Committee to have a professional come in and assist in what the barn can be used for. They will apply for a grant to offset this professional fee, but same as the Special Events Ordinance, the Township will need to pay the bill before the County will reimburse the expenditures. The grant be applied for until the Special Events Ordinance has been completed.

Resolution from the Hunterdon County Freeholders to advise that Alexandria Township will be awarded an amount of \$11,250.00 for the purpose of conducting a review of site planning issues related to the Special Events Ordinance to date Twp. Planner Banisch needs to be reimbursed \$7,444.80 that he was over on his allotted \$5,000.00 in 2019. The Township needs to pay Twp. Planner Banisch before being reimbursed by the Hunterdon County Grant. This amount of \$11,250.00 must be allotted in the 2020 budget. **\$11,250.00 must be allotted in the 2020 budget for Twp. Planner Expenses for the Special Events Ordinance.**

- Park Barn Roof

Township Clerk/Administrator Bobrowski reported the following:

There is currently a proposal of \$240,000.00 for a new barn roof. A decision needs to be made by the Township Committee and Park/Rec as to how they want to handle the replacement of the roof. There has been no decision made if the whole roof will be replaced or only a section of the roof. The Township has 5 options to choose from:

- 1.) Apply for County Grant after a park maintenance plan is approved by the Freeholders for the entire amount;
- 2.) Use the \$100,000.00 dollars currently set aside by the Township, the AEA's contribution to date of \$50,000.00 and raise \$50,000.00 in the 2020 budget for the balance;
- 3.) Wait for 5 more years until the AEA raises the full \$100,000.00 to put towards the barn roof-Cost could rise higher with more needed by then to replace roof;
- 4.) Bond for entire roof
- 5.) Not do anything

The Township Committee would like to choose option # 2 and go out for a County grant for the balance. Comm. Pfefferle noted that a lease option with the AEA could be a possibility to recoup costs that the AEA was to pay towards a new roof.

- Future Township Projects for Budget Expectations

Township Clerk/Administrator Bobrowski reported the following:

- 1.) Document Scanning for the Building Department & Clerk's Office
  - Building Department \$59,730.50
  - Clerk Office Records \$11,246.10

The Township has seen two small fires and it's critical to get all permanent records scanned and placed in the cloud for easy access. When the records are in the cloud the municipality frees up storage and office space. Foveonics will scan all records on their cloud based NJ platform and receive permission from the State for records destruction of these records. To have permanent records destroyed only a certified company with certified scanners is permitted by the State. The Township's number one OPRA request is building permits. With scanning all of the building permit files they would become accessible on the Township website for residents to pull and review.

- Fire/EMS Budgets

Township Clerk/Administrator Bobrowski reported the following:

There has been a request from the OEM Coordinator to increase contributions this year as there has been no increase in over 12 years.

- Other Budget Related Discussion
  - Recycling Grant received for 2020 in the amount of \$4,168.80

Insurance Costs for 2020-2021 Policy Year:

Statewide Renewal \$ 91, 506.00 (same as 2019)

Tax Collectors Bond \$ 523.00

Accident Policy Park/Rec \$ 1,565.00 (subject to change based on any additions to covered activities)

The Alexandria Township Environmental Commission is requesting \$1,979.00 for the 2020 budget.

**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 2020-015 Professional Services for 2020

**RESOLUTION 2020-015 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING CONTRACTS FOR PROFESSIONAL SERVICES FOR 2020**

**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) Township Attorney
- 5.) Labor Attorney
- 6.) Tax Attorney
- 7.) Special Litigation Attorney
- 8.) Bond Counsel

**WHEREAS**, the Township Committee has determined and certified in writing that the value of each contract may exceed \$17,500 based upon historical information from the 2020 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 26th day of February 2020, 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

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is available in account # 01-201-21-180-020 and is sufficient to cover costs associated with this professional as per the contract.

2.) Professional Engineer: Tom Decker, P.E. of Van Cleef Associates

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is available in account # 01-201-21-165-020 and is sufficient to cover costs associated with this professional as per the contract.

3.) Auditor: Robert Swisher, Suplee, Clooney and Company

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$25,000.00 set by the Township Committee is available in account # 01-201-20-131-020 and is sufficient to cover costs associated with this professional as per the contract.

4.) Township Attorney: Sharon A. Dragan, Esq. of Mason, Griffin & Pierson, Counsellors at Law

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$56, 000 set by the Township Committee is available in account # 01-201-21-180-020 and is sufficient to cover costs associated with this professional as per the contract.

5.) Township Labor Attorney: Matthew J. Giacobbe, Esq. of Clearly, Giacobbe, Alfieri, Jacobs, LLC.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$15,000.00 set by the Township Committee is available in account # 01-201-20-155-020 and is sufficient to cover costs associated with this professional as per the contract.

6.) Township Tax Attorney: Martin Allen, Esq.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$10,000.00 set by the Township Committee is available in account # 01-201-20-155-020 and is sufficient to cover costs associated with this professional as per the contract.

7.) Township Special Litigation Attorney: Joseph C. Tauriello, Esq.

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is available in account # 01-201-20-155-020 and is sufficient to cover costs associated with this professional as per the contract.

8.) Bond Counsel: Jon M. Cantalupo of Archer & Griener, PC

The Alexandria Township Chief Financial Officer shall certify that the amount of, not to exceed \$5,000.00 set by the Township Committee is available in account # 01-201-20-130-020 and is sufficient to cover costs associated with this professional as per the contract.

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

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

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

Resolution 2020-016 Appointing Township Planner

**RESOLUTION 2020-016 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP PLANNER FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional planning services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

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

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

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

1. That the Township hereby appoints **David Banisch**, P. P., and Banisch Associates, Inc., licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria.
2. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
3. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
4. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
5. The following rates are for professional planning services rendered to the Municipality for 2020:

Hourly Rates

Senior Licensed Professional Planner	\$162.00
Principal Licensed Professional Planner	\$151.00
Associate Licensed Professional Planner	\$135.00
Research Associate	\$101.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$191.00
Principal Licensed Professional Planner	\$175.00
Associate Licensed Professional Planner	\$157.00
Research Associate	\$116.00

Reimbursable Costs

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

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

	<u>Cost</u>			
	<u>Paper Size</u>	<b>Color</b>	<b>Black &amp; white</b>	<b>Blueline</b>
Printing and copying:	8 ½ x11, 8 ½ x 14	\$0.89	\$0.09	n/a
	11 x 17	\$1.79	\$0.17	n/a
Display exhibit (2'x3' mounted color):		\$63.00		
CD's:		\$10 each		

6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-180-020** and is sufficient to cover costs associated with this professional as per the Professional Planning Services Contract.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Resolution 2020-017 Appointing Township Engineer

**RESOLUTION 2020-017 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

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

professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

2. Township Professional Engineer: Thomas Decker, P.E. (Senior Associate) of the Firm of Van Cleef Engineering Associates, LLC, Somerset County Office, 32 Brower Lane, Hillsborough, NJ 08844

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

8. That the Township hereby appoints Thomas Decker, PE, licensed as a Professional Engineer in the State of New Jersey, as the Township Engineer for the Township Alexandria for the period January 1, 2020 through December 31, 2020.
9. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
10. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
11. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

12. Fees for 2020 are as follows:

Municipal Engineer	per hour \$135.00
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13. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered 01-201-21-165-020 and is sufficient to cover the cost of the contract awarded herein.
14. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2020-18 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A TOWNSHIP LABOR ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

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

- 1.) Labor Attorney: Matthew J. Giacobbe, Esq. of Cleary, Giacobbe, Alfieri, Jacobs, LLC., 5 Ravine Drive, PO Box 533, Matawan, NJ 07747

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

1. That the Township hereby appoints **Matthew J. Giacobbe, Esq.** as Municipal Labor Attorney to provide legal advice and services in connection with representation of the Township, and Matthew J. Giacobbe, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$150.00 per hour to Matthew J. Giacobbe, Esq. for his services.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** and is sufficient to cover the cost of the contract awarded herein.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Resolution 2020-019 Appointing Township Attorney

**RESOLUTION 2020-019 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

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

3. Township Attorney: Sharon A. Dragan, Esq., having her offices at Mason, Griffin & Pierson, 101 Poor Farm Road, Princeton, NJ 08540.

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

8. That the Township hereby appoints ***Sharon A. Dragan, Esq.*** as Municipal Attorney to provide legal advice and services in connection with general representation of the Township, and Sharon A. Dragan, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.

9. The Township shall pay the Attorney hourly rate of \$155.00 per hour which includes attendance at Township Committee meetings and non-litigation matters, not to exceed 30 hours per month. Attorney will advise the Township if it appears the hours spent will exceed 30 hours in a particular month so that the Township can decide if work should proceed, and in that case, Attorney shall be compensated at the aforesaid hourly rate. The Township shall also reimburse the Attorney for the out-of-pocket expenses such as: filing fees, overnight delivery, postage and telephone expenses at the actual cost, but not travel time.
10. In the event that the Attorney is requested to assist in litigation matters than the Township shall be billed at an hourly rate of \$175.00 per hour.
11. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
12. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
13. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
14. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$56,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** and is sufficient to cover the cost of the contract awarded herein.
15. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Resolution 2020-020 Appointing Township Tax Attorney

**RESOLUTION 2020-020 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE  
OF NEW JERSEY APPOINTING A TOWNSHIP TAX ATTORNEY FOR THE TOWNSHIP OF  
ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

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

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

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

1. That the Township hereby appoints ***Martin Allen, Esq.*** as Municipal Tax Attorney to provide legal advice and services in connection with representation of the Township, and Martin Allen, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay \$175.00 per hour to Martin Allen, Esq. for his services.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$ 10,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** and is sufficient to cover the cost of the contract awarded herein.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

**RESOLUTION 2020-021 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP AUDITOR FOR THE TOWNSHIP OF ALEXANDRIA TO AUDIT THE YEAR 2019**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.,C 5:30-4, et. seq.; and

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

4. Township Auditor, Robert Swisher of Suplee, Clooney & Company, 308 E. Broad Street, Westfield, New Jersey 07090-2122

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

16. That the Township hereby appoints Robert Swisher, licensed as a Certified Public Accountant in the State of New Jersey, as the Township Auditor for the Township of Alexandria for the period January 1, 2020 through December 31, 2020. Mr. Swisher will be responsible for the 2019 Annual Debt Statement, Completion of 2019 Audit, and the 2019 Annual Financial Statement
17. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
18. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
19. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

20. Fees for 2020 are as follows:

Staff:	Hourly Rates:
Partner	\$150.00-\$175.00
Manager	\$115.00
Senior Staff	\$ 90.00-105.00
Staff Accountant	\$75.00-\$85.00

21. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$25,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-131-020** and is sufficient to cover the cost of the contract awarded herein.

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

Resolution 2020-024 Appointing Special Litigation Counsel Joseph Tauriello, Esq.

**RESOLUTION 2020-024 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR APPOINTMENT OF SPECIAL LITIGATION COUNSEL OF JOSEPH TAURIELLO, ESQ.**

**WHEREAS**, there exists a need for the performance of professional services, specifically special legal services, for the Township of Alexandria in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, which cannot be handled by the Municipal Attorney, during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq. ; and

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

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

1. That the Township hereby appoints *Joseph C. Tauriello, Esq., 221 Witherspoon Street, Princeton, NJ 08542* as Special Counsel for Alexandria Township to provide legal advice and services in connection with litigation and issues involving DeSapio Properties #Six, Inc. and Delaware River Tubing, as such services, or any other services, may be requested or required in that capacity.
2. The Township will pay \$175.00 an hour to Joseph C. Tauriello, Esq. for services and shall enter into a mutually agreeable written compensation agreement reflecting such compensation with Special Counsel within (30) days of the date of this Resolution.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** and is sufficient to cover the cost of the contract awarded herein.
7. A brief notice of the award of a Contract for Legal Services shall be published in the official newspaper as required by law within ten (10) days of this Resolution.

Resolution 2020-025 Appointing Bond Counsel

**RESOLUTION 2020-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4 et. seq.; and

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

- 1.) Jon M. Cantalupo. of Archer & Greiner P.C., Riverview Plaza, 10 Highway 35, Red Bank, NJ 07701-5902.

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

1. That the Township hereby appoints ***Jon M. Cantalupo*** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and Jon M. Cantalupo agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$2,500.00 plus \$0.95 per thousand dollars of bonds issued. Time relating to the review of the Official Statement will be billed \$75.00-\$150.00 an hour depending on the paralegal and attorney involved. For services rendered in connection with the preparation of each bond ordinance, a fee of \$350.00 for each single process ordinance and \$450.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,000.00 for Bond Counsel’s approving legal opinion in connection with such financing and \$0.50 per thousand dollars of bond or tax anticipation notes or emergency notes issued.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-130-020** and is sufficient to cover the cost of the contract awarded herein.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Motion/Roll Call: Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above resolutions on the Consent Agenda.

**Roll Call: Aye: Plumer, Kiernan, Pfefferle**

**Nay: None**

**Abstain: None**

**Motion Carried**

#### **COMMENTS FROM THE FLOOR:**

The O.W.L.S are requesting insurance to cover them for outings and activities. The insurance company noted that Linda Harris as the lead for this organization will need to be present for all activities and insurance costs can be expected to be approximately \$1,500.00 and beyond based activities they are planning. Since they are not separate from the Township at this time the Township is responsible for injury associated to their activities unless they form a 501C. ***The Township Committee will not pay for insurance for the O.W.L.S. at this time.***

Park/Rec Member Katie Wigness will prepare a maintenance plan on how the Township is maintaining the park/structures. Once the plan has been drafted and approved the County Freeholders will need to approve the plan prior to the County grant being applied for.

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

- There will be a Special Township Forum at Del Val Regional HS tomorrow evening February 27<sup>th</sup> at 6:00 PM with the Township Committee, NJ DEP, and the Hunterdon County Health Department for residents concerning the elevated levels of PFA's at the Del Val High School and surrounding area. The NJ DEP will also discuss the next steps and what would be needed to protect our residents

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session.

**(8:12 PM )**

**Roll Call: Aye: Plumer, 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.
  
  - \_\_\_ Matters falling within the attorney-client privilege.
  
  - X   Personnel matters involving a specific employee or officer of the Township.  
**Personnel Matters-Finance Department**
  
  - \_\_\_ 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.

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Comm. Kiernan made a motion, seconded by Comm. Pfefferle to return to Public Session **(10:22 PM)**.

**MOTION TO ADJOURN**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 10:34 PM.

**Roll Call: Aye: Plumer, Pfefferle, Kiernan**  
**Nay: None**  
**Abstain: None**

**Motion Carried**

**Matters discussed in Executive Session:**

- **Personnel Matters-Finance Department**  
Matter to stay in Executive Session

Meeting Adjourned at 10:34 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 26, 2020 and certify that said Minutes were approved by the Township Committee on the 8th day of April 2020.

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Gabe Plumer, Mayor