

ALEXANDRIA TOWNSHIP COMMITTEE
2018 Re- Organization Meeting
MINUTES
January 3, 2018

This meeting was advertised in the Hunterdon County Democrat and notice posted in the Alexandria Township Municipal Offices as required by the Open Public Meetings Act.

Called to order by Twp. Administrator/Municipal Clerk Michele Bobrowski at 7:04 PM.

ROLL CALL:

PRESENT: Comm. Garay, Comm. Pfefferle, Comm. Kiernan, Twp. Attorney Dragan, Twp. Engineer Decker

ABESENT: None

FLAG SALUTE:

- Municipal Clerk Bobrowski administered the Oath of Office to Committeeman Kiernan for a 3-year term on the Township Committee through December 31, 2021
- Municipal Clerk Bobrowski called for a nomination for Mayor. Comm. Pfefferle made a motion, seconded by Comm. Kiernan to nominate Comm. Garay as Mayor for 2018.

Roll Call: Aye: Kiernan, Pfefferle

Nay: None

Abstain: Garay

Motion Carried

- Mayor Garay made the following appointments:
Deputy Mayor – Comm. Pfefferle

Personnel Appointments for each Committee Member:

Board of Health & Financial Oversight-Comm. Pfefferle

Environmental Commission- Mayor Garay

Park/Rec & DPW Supervisor-Comm. Kiernan

VARIOUS APPOINTMENTS BY THE TOWNSHIP COMMITTEE

PLEASE NOTE:

An Electronic Copy of the Employee Manual will be sent to all appointees. Within 60 days appointees must sign the receipt page and return to Clerk as well as attend a Sexual Harassment/Ethics Seminar sponsored by Statewide Insurance Company at a date to be determined. The Municipal Clerk will notify all employees and appointees of seminar date.

SELF- INSURANCE FUND COMMISSIONER

Michele Bobrowski.....1 year term

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

Michele Bobrowski1 year term

DOG WARDEN

St. Hubert’s, by contract

BOARD OF HEALTH

Consisting of 2 Committeeman; Mayor and the Tax Assessor and Physician

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments made by Mayor Garay.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

DESIGNATE OFFICIAL NEWSPAPER

- Hunterdon County Democrat
- Star Ledger – Alternate Daily
- Courier News –Alternate Daily
- Express Times-Alternate Daily
- Trenton Times-Alternate Daily

SET DATE AND TIME FOR 2018 TOWNSHIP COMMITTEE MEETINGS

Second Wednesday of each month at 7:35 PM

BANKS FOR DEPOSITORIES

- Fulton Bank
- Bank of America
- TD Bank
- PNC Bank
- Riegel Federal Credit Union

Northfield Bank
Investors Bank

LOCATION FOR POSTING NOTICES

Alexandria Township Municipal Office and Official Township website:
www.alexandriani.gov

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above as read by Mayor Garay.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle
NAY: None
ABSTAIN: None

Motion Carried

ANNUAL RESOLUTIONS

- Resolution 2018-001 Open Public Meetings Act *
- Resolution 2018-002 Official Newspaper *
- Resolution 2018-003 Notice of Meeting *
- Resolution 2018-004 Social Security Agent *
- Resolution 2018-005 Assessment Search Agent *
- Resolution 2018-006 Tax Collector’s Refund Policy *
- Resolution 2018-007 Interest Rates on Delinquent Taxes *
- Resolution 2018-008 Grace Period for Taxes *
- Resolution 2018-009 Filing of Appeals *
- Resolution 2018-010 Cash Management Plan *
- Resolution 2018-011 Drug Free Work Place *
- Resolution 2018-012 Civil Rights Policy *

**Consent Agenda*

All items listed with an asterisk “” 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.*



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Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the Annual Resolutions numbered 2018-001 to 2018-012.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2018-001 FOR ALEXANDRIA TOWNSHIP,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
RE: OPEN PUBLIC MEETINGS ACT**

-1-

WHEREAS, the Open Public Meetings Act (N.J.S. 10:4-6 et seq. hereinafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

WHEREAS, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

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

1. Regular meetings of the Township Committee shall be held during the 2018 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.

2. The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:

a. The ***Hunterdon County Democrat*** which is hereby determined to be the newspaper, which has the greatest likelihood of informing the public within this municipality of meetings of this public body.

3. The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules;

a. The *Star Ledger* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

b. The *Express Times* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

c. The *Trenton Times* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

d. The *Courier News* which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

4. The following fees are hereby fixed to cover the costs of providing and mailing to a person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such persons:

OPEN PUBLIC MEETINGS ACT

-2-

a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

b. To receive written advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2018, **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by

law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act. (R.S. 10:4-12).

a. The fee to receive by mail or in person, any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

b. The fee to receive by mail or in person one copy of all the official minutes of all of the regular and special meetings of this public body shall be **the sum of .05 cents per copy (letter size) and .07 cents per copy (legal size)**

6. Copies of the attached Annual Notice shall be provided as follows:

a. Posted and maintained throughout the calendar year on the public bulletin board, at the Township Municipal offices, located at 242 Little York-Mt. Pleasant Road, Milford, NJ 08848

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

c. Posted on the Township website: www.alexandrianj.gov

d. Filed with the Clerk of the Municipality.

e. Mailed or hand delivered to any person so requesting in accordance with Paragraph 4 hereof.

**RESOLUTION 2018-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY,
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2018**

BE IT RESOLVED that ***The Hunterdon County Democrat***, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2018.

**RESOLUTION 2018-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY, ANNUAL NOTICE OF REGULAR
MEETINGS FOR THE ALEXANDRIA TOWNSHIP COMMITTEE**

PLEASE TAKE NOTICE that the regular meetings of the Alexandria Township Committee shall be held during the 2018 calendar year on the second Wednesday of each month, immediately following the Alexandria Township Board of Health Meeting at 7:30 PM, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848, unless rescheduled in conformity with the Open Public Meetings Act.

RESOLUTION 2018-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY AGENT FOR 2018

WHEREAS, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for Social Security and pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: **Ulrich (Al) Steinberg, C.F.O.** as certified agent to prepare all necessary forms for Social Security and pension payments is hereby confirmed, and he shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2018.

RESOLUTION 2018-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND ASSESSMENT SEARCHES FOR 2018

WHEREAS, N.J.S.A. 54:5-11 requires that the governing body of a Municipality designate by Resolution a bonded official of the Municipality to certify Tax and Assessment Searches for all other unpaid Municipal liens and;

WHEREAS, (State Law) further requires that a salary be paid to such person or persons for services rendered in connection with such searches;

NOW, THEREFORE BE IT RESOLVED THAT

1. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2018.

2. Donna Griffiths, Township Tax Collector, be, and is hereby designated to certify Assessment Searches for all other unpaid liens for the Township of Alexandria during the year 2018.

**RESOLUTION 2018-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2018 REFUND POLICY**

WHEREAS, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten dollars (\$10.00); and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00)

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the Tax Collector, Township Finance Officer and Township Auditor.

**RESOLUTION 2018-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FIXING INTEREST RATES
ON DELINQUENT TAXES FOR CALENDAR YEAR 2018**

BE IT RESOLVED that pursuant to N.J.S.A. 54:4-67, the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes at the rate of eight (8%) per cent per annum on the first One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency and eighteen (18%) per cent per annum on any amount in excess of One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency.

BE IT FURTHER RESOLVED, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the

date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6%) per cent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk will provide a certified copy of this resolution to the Tax Collector.

**RESOLUTION 2018-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF
PROPERTY TAXES FOR 2018**

WHEREAS, there exists in the Township of Alexandria, Hunterdon County, the practice by the Tax Collector of the Township allowing the taxpayers of the Township a ten-day “grace period” after the quarterly due date for payment of real property taxes; and

WHEREAS, this practice frequently results in payments without interest for the first ten days and/or questions and disputes regarding same; and,

WHEREAS, the annual audit of the Township finances has resulted in a recommendation that the Statutes relative to collection of delinquent taxes be strictly enforced;

NOW, THEREFORE BE IT RESOLVED, that the Township Tax Collector be, and is hereby directed;

1. To allow a ten-day grace period for the payment of real property taxes;
2. If payment shall be made within said period of time no interest shall be required to be paid;
3. If payment shall be made after said period of time, interest shall be paid on the amount of tax due from the first day of the month.

**RESOLUTION 2018-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING FILING OF
STIPULATIONS AND CORRECTIVE APPEALS BY ASSESSOR
DURING THE CALENDAR YEAR 2018**

WHEREAS, the Township Committee of the Township of Alexandria has been informed that from time to time errors are made in computing the tax assessments, and

WHEREAS, the Tax Assessor of the Township of Alexandria has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation, and

WHEREAS, the Tax Assessor of the Township of Alexandria is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that the Tax Assessor of the Township of Alexandria be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Alexandria before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Alexandria, which she feels are proper and in the best interest of the municipality.

**RESOLUTION 2018-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR
2018**

WHEREAS, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

BE IT RESOLVED that the following Cash Management Plan be adopted by the Township of Alexandria hereinafter "Municipality",

A. DESIGNATION OF OFFICIAL DEPOSITORIES

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

- Fulton Bank of New Jersey
- Northfield Bank
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union
- Investors Bank

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30th and December 31st of each year.

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

B. DEPOSIT OF FUNDS

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

2018 CASH MANAGEMENT PLAN

-2-

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

E. REPORTING PROCEDURES

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31st of each year and at other such times required by the auditors.

F. MAXIMUM MATURITY POLICY

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

2018 CASH MANAGEMENT PLAN

-3-

G. INVESTMENT PROCEDURES

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

H. CONTROLS

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

2018 CASH MANAGEMENT PLAN

-4-

I. BONDING

The following official shall be covered by security bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Municipal Tax Collector

The Chief Financial Officer and Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a public employees' faithful performance bond in the minimum amount of \$5,000.00

J. COMPLIANCE

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

RESOLUTION 2018-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY FOR 2018

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Alexandria:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Township Clerk shall establish a drug-awareness program, including distribution to each employee of this policy statement.
3. The employee shall notify the Township Clerk in writing of any criminal drug

statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Township Clerk shall in turn immediately send notification to the Township Committee.

4. The Township Committee shall take one of the following actions, within 30 calendar days of receiving notice under paragraph 3, with respect to any employee who is so convicted;
 - Taking appropriate personnel action against such an employee, up to and including termination; or
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

RESOLUTION 2018-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A CIVIL RIGHTS POLICY AND A POLICY AGAINST DISCRIMINATION WITH RESPECT TO HIRING AND EMPLOYMENT OF TOWNSHIP EMPLOYEES

WHEREAS, the Township of Alexandria finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey because of race, creed, color, national origin, ancestry, age, sex or marital status are a matter of concern to the government of this municipality, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

WHEREAS, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable alike to all persons;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Alexandria that:

1. Alexandria Township is an equal opportunity employer.
2. Alexandria Township shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, ancestry, age, sex, or marital status.
3. All employees of Alexandria Township shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising,

layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

4. Alexandria Township, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Township, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.

5. All of the provisions of this resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.

6. The Township Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.



INSURANCE

Resolution 2018-013 Appointment of Fund Commissioner

Resolution 2018-014 Appointment of Risk Management Consultant

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Insurance Resolutions numbered 2018-013 and 2018-014.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2018-013 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING FUND COMMISSIONER FOR THE STATEWIDE INSURANCE FUND

WHEREAS, Alexandria Township (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the that Michele Bobrowski is hereby appointed as the Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED that Ulrich (Al) Steinberg is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2018; and

BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

RESOLUTION 2018-014 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING RISK MANAGEMENT CONSULTANT

WHEREAS, Alexandria Township (hereinafter "Local Unit") has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the "Fund"; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the "Fund" has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of "Local Unit", in the County of Hunterdon and State of New Jersey, as follows:

- 1.) The Alexandria Township Committee hereby appoints, Michael J. Tillisch of Groendyke Associates as its local Risk Management Consultant.

 - 2.) The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2018 in the form attached hereto.
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ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Resolution 2018-028 Township Administrator

Resolution 2018-029 Municipal Public Defender

Resolution 2018-030 Zoning Officer

Resolution 2018-031 Township Prosecutor

Resolution 2018-032 Appointment of Registrar

Resolution 2018-033 Appointment of Deputy Registrar

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolutions numbered 2018-028 and 2018-033.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

R E S O L U T I O N 2018-028 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING MICHELE BOBROWSKI AS TOWNSHIP ADMINISTRATOR

WHEREAS, the Township of Alexandria has a need for a Township Administrator; and

WHEREAS, the Township of Alexandria wishes to appoint Michele Bobrowski as Township Administrator, subject to the terms of this Resolution; and

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey is hereby authorized to appoint Michele Bobrowski as Township Administrator and a salary to be paid per the 2018 Salary Resolution.

R E S O L U T I O N 2018-029 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR THE APPOINTMENT OF PUBLIC DEFENDER

WHEREAS, there exists a need for a Public Defender in the Township of Alexandria for the Delaware Valley Joint Municipal Court; and,

WHEREAS, pursuant to the provisions of N.J.S.A. 19:44A-20.5, the Township Committee has determined to award said contract as a fair and open contract; and,

WHEREAS, funds are or will be available for this purpose; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires the governing body of a contracting unit to publish a notice in a newspaper authorized by law to publish its legal advertisements, setting forth the nature, duration, service and amount of the contract where such contract is awarded for "professional services" without competitive bidding.

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

1. That Scott M. Wilhelm is hereby retained as Public Defender for the Township of Alexandria for the year 2018.

2. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized to enter into the contract with Scott Wilhelm of Winegar, Wilhelm, Glynn & Roemersma, 305 Roseberry Street, Phillipsburg, NJ 08865 for the legal services above specified, for a one (1) year term commencing January 1, 2018, and to be paid in accordance with the 2018 Budget.

3. The contract is awarded as a "professional service" under the provision of the Local Public Contracts Law because the specialized training, education, experience and specialized knowledge needed for this position and pursuant to a "fair and open" process as provided in N.J.S.A. 19:44A-20.4 et seq.

4. A notice of the award of this contract shall forthwith be printed once in The Hunterdon County Democrat, the official newspaper of the Township of Alexandria, authorized by law to publish the legal advertisements of the Township Committee of the Township of Alexandria, setting forth the nature, duration, service and amount of the contract, and further stating that this resolution and the annexed contract are on file and available for public inspection in the Office of the Clerk of the Township of Alexandria.

**RESOLUTION 2018-030 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO APPOINT A
ZONING OFFICIAL**

WHEREAS, the Township of Alexandria is in need of a Zoning Official, and;

WHEREAS, Mr. Michael Mullin is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED, effective this date the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, does hereby appoint **Mr. Michael Mullin** to the position of **Zoning Official** for the Township of Alexandria Salary to be paid according to the 2018 budget. This appointment shall take effect immediately. The Zoning Official appointment is a yearly appointment.

**RESOLUTION 2018-031 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTING A MUNICIPAL PROSECUTOR**

WHEREAS, the Township of Alexandria has previously established its Municipal Court as a Joint Municipal Court with Holland Township and Frenchtown Boro; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Municipal Court requires the services of a Municipal Prosecutor for the calendar year 2018;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position for the Delaware Valley Joint Municipal Court as a shared Court for calendar year 2018:

Municipal Prosecutor – Erik Peterson, Esq.

BE IT FURTHER RESOLVED that the Court personnel shall be compensated for their respective positions in accordance with the 2018 Salary Resolution & 2018 Salary Ordinance between the Township of Alexandria and the Delaware Valley Joint Municipal Court.

**RESOLUTION 2018-032 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING MICHELE BOBROWSKI AS REGISTRAR**

WHEREAS, the Township of Alexandria is required to have a Certified Municipal Registrar, and;

WHEREAS, Michele Bobrowski is certified by the State of New Jersey;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey that Michele Bobrowski is hereby reappointed on January 3, 2018 for a three year term as Registrar effective January 1, 2018 through December 31, 2020 for the Township of Alexandria. Salary to be paid according to the 2018 budget. This appointment shall take effect immediately.

RESOLUTION 2018-033 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING DONNA GRIFFITHS AS DEPUTY REGISTRAR

WHEREAS, the Township of Alexandria is required to have a Certified Deputy Registrar, and;

WHEREAS, Donna Griffiths is certified by the State of New Jersey;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey that Donna Griffiths is hereby reappointed on January 3, 2018 for a three year term as Deputy Registrar effective January 1, 2018 through December 31, 2020 for the Township of Alexandria. Salary to be paid according to the 2018 budget. This appointment shall take effect immediately.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Open Space Advisory Committee

Land Use

Perc Test Witness

Representative to Joint Municipal Court

Environmental Commission

Park & Recreation

Ag/Open Space.....	Floyd Evans	1 year term
	Gabe Sipos	1 year term
	April Daley	1 year term
Land Use Board	Phil Rochelle	4 year term

	Aram Papazian	4 year term
	Judy Tucker	4 year term
	Michelle Garay	1 year Mayor
	Mike Giannone	Class 2 Employee-1 year term
	R. Christian Pfefferle	Township Committee-1 year term
	Jim Kiernan	Mayor's Deginee-1 year term
	Dennis Canavan	4 year term
	Jim Pauch	Alternate # 1 – 2 year term
Environmental Commission	Jay Arancio	3 year term
	Doug Schmitt	3 year term
Park/Rec Commission	Rick Matarazzo	5 year term
	Katie Wigness	5 year term
Perc Test Witness.....	Harry Fuerstenberger	1 year term
	Sonya Sellers	1 year term
Zoning Officer.....	Mike Mullin	1 year term
Representatives to Court.....	Jim Kiernan	1 year term
	Chris Pfefferle	1 year term-Alternate
Registrar	Michele Bobrowski	3 year term
Deputy Registrar.....	Donna Griffiths	3 year term

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments made by Mayor Garay.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

018 Temporary Budget

Resolution 2018-018-Temporary Budget

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-018.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2018-018 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR 2018 TEMPORARY BUDGET**

WHEREAS, N.J.S. 40:A4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2018 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided, and

WHEREAS, the date of this resolution is within the first 30 days of the fiscal year,

WHEREAS, the total appropriations in the 2017 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,919,009.13, and

WHEREAS, 26.25% of the total appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$766,239.87,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

01-201-20-100-010	Mayor & Council	S&W	3,170.00
01-201-20-100-020	Mayor & Council	OE	750.00
01-201-20-110-010	Municipal Clerk	S&W	13,865.00
01-201-20-110-020	Municipal Clerk	OE	5,000.00
01-201-20-111-010	Administrator	S&W	3,190.00
01-201-20-115-020	Municipal Web Site	OE	1,500.00
01-201-20-120-010	Finance	S&W	11,350.00
01-201-20-130-020	Finance	OE	5,625.00
01-201-20-131-020	Auditing Services	OE	0.00
01-201-20-135-010	Tax Collection	S&W	7,530.00
01-201-20-135-020	Tax Collection	OE	1,750.00
01-201-20-150-010	Tax Assessment	S&W	8,470.00
01-201-20-150-020	Tax Assessment	OE	500.00
01-201-20-155-020	Legal Services	OE	22,000.00
01-201-20-170-020	Agricultural Commission	OE	125.00
01-201-20-175-020	Historical Commission	OE	125.00
01-201-21-165-020	Engineering	OE	18,250.00
01-201-21-180-010	Planning Board	S&W	1,925.00
01-201-21-180-020	Planning Board	OE	1,875.00
01-201-21-185-010	Zoning Board of Adjustment	S&W	1,750.00
01-201-21-185-020	Zoning Board of Adjustment	OE	375.00
01-201-22-195-010	Construction Official	S&W	21,250.00
01-201-22-195-020	Construction Official	OE	5,000.00
01-201-22-200-010	Zoning Officer	S&W	2,375.00
01-201-22-200-020	Zoning Officer	OE	125.00
01-201-23-210-020	General Liability Insurance	OE	20,000.00

01-201-23-215-020	Worker Compensation Insurance	OE	7,500.00
01-201-23-220-020	Employee Group Insurance	OE	51,000.00
01-201-23-221-001	Medical Waiver Payments	OE	7,500.00
01-201-23-225-020	Unemployment Insurance	OE	1,250.00
01-201-25-201-020	COAH	OE	0.00
01-201-25-252-010	Emergency Management	S&W	935.00
01-201-25-252-020	Emergency Management	OE	25.00
01-201-25-255-020	Aid to Volunteer Fire Companies	OE	0.00
01-201-25-256-020	Fire Hydrants	OE	220.00
01-201-25-260-020	Contrib to First Aid Organizations	OE	0.00
01-201-25-265-010	Fire Prevention	S&W	2,000.00
01-201-25-265-020	Fire Prevention	OE	25.00
01-201-25-275-010	Municipal Prosecutor	S&W	1,925.00
01-201-26-290-010	Road Maintenance	S&W	110,000.00
01-201-26-290-020	Road Maintenance	OE	30,000.00
01-201-26-291-020	Snow Removal	OE	35,000.00
01-201-26-305-010	Solid Waste Collection	S&W	2,000.00
01-201-26-305-020	Solid Waste Collection	OE	7,500.00
01-201-26-310-010	Buildings & Grounds	S&W	1,340.00
01-201-26-310-020	Buildings & Grounds	OE	400.00
01-201-27-330-010	Public Health	S&W	925.00
01-201-27-330-020	Public Health	OE	500.00
01-201-27-335-020	Environmental Commission	OE	450.00
01-201-28-376-020	Celebration of Public Events	OE	500.00
01-201-31-430-020	Electricity	OE	3,400.00
01-201-31-435-020	Street Lighting	OE	1,200.00
01-201-31-440-020	Telephone	OE	1,825.00
01-201-31-460-020	Diesel & Gasoline	OE	6,250.00
01-201-31-461-020	Propane	OE	2,500.00
01-201-36-471-020	Pension	OE	0.00
01-201-36-472-020	Social Security	OE	16,000.00
01-201-36-473-020	DCRP Employer Share	OE	400.00
01-201-43-490-010	Municipal Court	S&W	12,500.00
01-201-43-490-020	Municipal Court	OE	3,850.00
01-201-43-495-010	Public Defender	S&W	375.00
01-201-43-900-020	Share of Health Insurance	OE	700.00
01-201-44-900-020	Capital Improvement Fund	OE	0.00
01-201-45-920-000	Bond Principal	OE	0.00
01-201-45-930-000	Interest on Bonds	OE	0.00
01-201-45-935-000	Note Interest	OE	0.00
	Total		467,870.00

ANNOUNCEMENTS

The Alexandria **Board of Health** will *re-organize* at 7:15 PM, Wednesday, January 3, 2018 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. The regular monthly meeting will begin at 7:35 PM on January 3, 2018.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:15 PM, Wednesday, February 14, 2018 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Land Use** will *re-organize* at 7:30 PM, Thursday, January 18, 2018 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately after.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 16, 2018 at the Alexandria Middle School, 557 County Road 513, Pittstown, New Jersey. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 9, 2018 at the Alexandria Municipal Offices, 242 Little York Mt. Pleasant Road, Milford, New Jersey. Their regular monthly meeting will follow immediately thereafter.

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

None

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

Meeting Adjourned at 7:18 PM.

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

I hereby certify that I have reviewed these Minutes of the Township Committee Re-Org Meeting of January 3, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 14th day of February 2018.

Michele Garay, Mayor

Dated: _____