

ALEXANDRIA TOWNSHIP COMMITTEE
2019 Re- Organization Meeting
MINUTES
January 2, 2019

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 7:35 PM.

ROLL CALL:

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

ABESENT: None

FLAG SALUTE:

- Municipal Clerk Bobrowski administered the Oath of Office to Committeeman Pfefferle for a 3-year term on the Township Committee through December 31, 2021.
- Municipal Clerk Bobrowski called for a nomination for Mayor.

Comm. Kiernan made a motion to nominate Comm. Michelle Garay as Mayor.

Comm. Pfefferle made a motion to nominate Comm. Jim Kiernan as Mayor

Roll Call to nominate Comm. Kiernan as Mayor

Aye: Pfefferle

Nay: Kiernan, Garay

Abstain: None

Roll Call to nominate Comm. Garay as Mayor

Aye: Kiernan, Garay

Nay: Pfefferle

Abstain: None

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/Personnel/55+ *Mayor Garay*

Park/Rec/ DPW Supervisor/Court *Comm. Kiernan*

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the Personnel Appointments for the Township Committee above.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

SELF- INSURANCE FUND COMMISSIONER

Michele Bobrowski.....1 year term

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

Michele Bobrowski1 year term

DOG WARDEN

St. Hurbert'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 2019 TOWNSHIP COMMITTEE MEETINGS

Second Wednesday of each month at 7:35 PM

Fourth Wednesday of each month for a Work Shop Meeting from 6:00 PM to 8:00 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.alexandrianj.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 2019-001 Open Public Meetings Act *
- Resolution 2019-002 Official Newspaper *
- Resolution 2019-003 Notice of Meeting *
- Resolution 2019-004 Social Security Agent *
- Resolution 2019-005 Assessment Search Agent *
- Resolution 2019-006 Tax Collector's Refund Policy *
- Resolution 2019-007 Interest Rates on Delinquent Taxes *
- Resolution 2019-008 Grace Period for Taxes *
- Resolution 2019-009 Filing of Appeals *
- Resolution 2019-010 Cash Management Plan *
- Resolution 2019-011 Drug Free Work Place *
- Resolution 2019-012 Civil Rights Policy *

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the Annual Resolutions numbered 2019-001 to 2019-012.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-001 FOR ALEXANDRIA TOWNSHIP,
COUNTY OF HUNTERDON, STATE OF NEW JERSEY
RE: OPEN PUBLIC MEETINGS ACT**

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 2019 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.) Workshop meetings of the Township Committee shall be held during the 2019 calendar year on the fourth Wednesday of each month from 6:00 PM to 8:00 PM at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey. Meetings can be cancelled for lack of items to be discussed.
- 3.) 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.
- 4.) 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.

5.) 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:

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 2019-002 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 2019.

**RESOLUTION 2019-003 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 2019 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 2019-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY
AGENT FOR 2019**

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 2019.

**RESOLUTION 2019-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND
ASSESSMENT SEARCHES FOR 2019**

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. Kris Boxwell, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2019.

2. Kris Boxwell, 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 2019.

**RESOLUTION 2019-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2019 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 2019-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FIXING INTEREST RATES
ON DELINQUENT TAXES FOR CALENDAR YEAR 2019**

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 2019-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF
PROPERTY TAXES FOR 2019**

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 2019-009 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 2019**

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 2019-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR
2019**

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 thereafter "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.

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.

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.

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 2019-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY
FOR 2019**

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 2019-012 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 2019-013 Appointment of Fund Commissioner

Resolution 2019-014 Appointment of Risk Management Consultant

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Insurance Resolutions numbered 2019-013 and 2019-014.

ROLL CALL: AYE: Garay, Pfefferle, Kiernan

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2019-013 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 2019; and

BE IT FURTHER RESOLVED that Ulrich Steinberg is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2019 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 2019-014 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 2019 in the form attached hereto.

APPOINTMENT OF PROFESSIONALS

Resolution 2019-015-Authorizing Contracts for Professionals for 2019

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-015.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-015 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING CONTRACTS
FOR PROFESSIONAL SERVICES FOR 2019**

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) Bond Counsel
- 5) Township Attorney

WHEREAS, the Township Committee has determined and certified in writing that the value of each contract will exceed \$17,500 based upon historical information from the 2019 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 2nd day of January 2019, 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
- 2.) Professional Engineer: Tom Decker, P.E. or Van Cleef Associates

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

4.) Bond Counsel: *Pending*

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

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 2019-016-Appointment of Twp. Planner David Banisch

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-016.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2019-016 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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 2019:

Hourly Rates

Senior Licensed Professional Planner	\$159.00
Principal Licensed Professional Planner	\$148.00
Associate Licensed Professional Planner	\$132.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$187.00
Principal Licensed Professional Planner	\$172.00
Associate Licensed Professional Planner	\$154.00
Research Associate	\$114.00

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>	<u>Color</u>	<u>Black & white</u>	<u>Blueline</u>
Printing and copying:	8 ½ x11, 8 ½ x 14 11 x 17	\$0.89 \$1.79	\$0.09 \$0.17	n/a 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 \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-180-020** as of January 2, 2019 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 2019-017-Appointment of Twp. Engineer Tom Decker

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-017.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-017 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2018 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, 2019 through December 31, 2019.
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 2019 are as follows:

Municipal Engineer

per hour \$135.00

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** as of January 2, 2019 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 2019-019-Appointment of Twp. Attorney Sharon Dragan, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to Resolution 2019-019.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-019 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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:

15. 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.
16. The Township will pay \$6,000.00 a month which is estimated 38-40 hours per month and includes attendance at Township Committee meetings. The Township shall also reimburse the Attorney for out-of-pocket expenses such as: filing fees, overnight delivery, postage, and telephone expenses at the actual cost, but not travel. In the event that the Attorney is requested to assist in litigation matters, then the Township shall be billed at an hourly rate of \$175.00 per hour.
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. 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.
20. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$40,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 2, 2019, and is sufficient to cover the cost of the contract awarded herein.
21. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Resolution 2019-020-Appointment of Tax Attorney Martin Allen, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-020.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-020 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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 \$ 5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 2, 2019 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 2019-021-Appointment of Auditor Robert Swisher for 2018 Audit

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-021.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-021 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 2018**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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:

22. 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, 2019 through December 31, 2019. Mr. Swisher will be responsible for the 2018 Annual Debt Statement, Completion of 2018 Audit, and the 2018 Annual Financial Statement
23. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
24. 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.
25. 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.
26. Fees for 2019 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

27. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$24,5000 set by the Township Committee that amount is available in an account numbered **01-201-20-131-020** as of January 2, 2019 and is sufficient to cover the cost of the contract awarded herein.
 28. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.
-

Resolution 2019-022-Appointment of Special Counsel for COAH Jon Drill, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-022.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-022 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL FOR AFFORDABLE HOUSING
AND OTHER MATTERS 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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

5. Township Professional-Attorney Jonathan Drill, 571 Pompton Avenue, Cedar Grove, NJ 07009

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

29. That the Township hereby appoints Jonathan Drill of Stickel, Koenig, Sullivan & Drill, LLC in the State of New Jersey, as the Township Special Counsel for the Township of Alexandria for the period January 1, 2019 through December 31, 2019.
30. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
31. 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.

32. 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.

33. Fees for 2019 are as follows:

Special Counsel	per hour \$175.00
-----------------	-------------------

34. 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 **01-201-25-201-020** as of January 2, 2019 and is sufficient to cover the cost of the contract awarded herein.

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

Resolution 2019-023-Appointment of LSRP Robert Schwarzkopf

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-023.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-023 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING A LSRP(LICENSED SITE REMEDIATION
PROFESSIONAL) 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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

6. Township Professional Robert E. Schwarzkopf, CHMM, LSRP of Najarian Associates, Inc., 1 Industrial Way West, Eatontown, NJ 07724

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

36. That the Township hereby appoints Robert E. Schwarzkopf, CHMM, LSRP of Najarian Associates, Inc. licensed as a Site Remediation Professional in the State of New Jersey for the Township of Alexandria for the period January 1, 2019 through December 31, 2019.
37. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
38. 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.
39. 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.
40. Fees for 2019 are as follows:

As per a proposal dated May 24, 2018 in an amount of \$21, 800.00, LSRP Robert Schwarzkopf outlined three (3) tasks that needed to be completed at the DPW property. Task 1 & Task 2 have been completed as of December 2018. The following Task is remaining:

*Task #3-Prepare and submit to NJDEP a Remedial Action Report (RAR) with required NJDEP forms and documentation to lift the CEA/WRA: Issue an AOC RAO to Alexandria Township to close the case. **\$9,700.00***

- The hourly rate of Robert E. Schwarzkopf, CHMM, LSRP is \$155.00.
41. 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 **01-201-21-165-020** as of January 2, 2019 and is sufficient to cover the cost of the contract awarded herein.
42. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Resolution 2019-024-Appointment of Labor Attorney Matthew Giacobbe, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-024.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-024 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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 \$2,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 2, 2019 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 2019-025-Appointment of Special Litigation Counsel for Delaware River Tubing Joseph Tauriello, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-025.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-025 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, 2019 to December 31, 2019; and

WHEREAS, sufficient funds will be made available in the 2019 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* (formerly of Mason, Griffin & Pierson, PC) 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** as of January 2, 2019 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 2019-034 Appointment of Special Counsel for the Penn East Pipeline Tim Duggan, Esq.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-034.

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

Motion Carried

RESOLUTION 2019-034 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL TIM DUGGAN OF STARK & STARK FOR THE TOWNSHIP OF ALEXANDRIA

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 Penn East Pipeline, which cannot be handled by the Municipal Attorney, during the period from January 1, 2019 to December 31, 2019; and

WHEREAS, sufficient funds have been made available in the 2019 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 Tim P. Duggan, Esq. of Stark & Stark Attorneys at Law having its address at 993 Lenox Drive, Lawrenceville, NJ 08648-2389, as Special Counsel for Alexandria Township to provide legal advice and services in connection with litigation and issues involving Penn East Pipeline as such services, or any other services, may be requested or required in that capacity.
2. The Township will pay \$3,000.00 as a fixed fee per the fee agreement to Tim Duggan, Esq. of Stark & Stark Attorneys at Law for its 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 \$3,000.00 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.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Resolution 2019-026-Appointment of Township Administrator Michele Bobrowski
Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-026.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

R E S O L U T I O N 2019-026 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 2019 Salary Resolution.

Resolution 2019-027-Appointment of Zoning Officer Michael Mullin

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-027.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2019-027 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 2019 budget. This appointment shall take effect immediately. The Zoning Official appointment is a yearly appointment.

Resolution 2019-028-Appointment of Municipal Prosecutor Erik Peterson

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-028.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-028 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 2019;

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 on a month to month basis for the Delaware Valley Joint Municipal Court as a shared Court for calendar year 2019:

Municipal Prosecutor – Erik Peterson, Esq.

BE IT FURTHER RESOLVED that the Court personnel shall be compensated for their respective positions in accordance with the 2019 Salary Resolution & 2019 Salary Ordinance between the Township of Alexandria and the Delaware Valley Joint Municipal Court.

Resolution 2019-029-Appointment of Public Defender Scott Wilhem

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-029.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

R E S O L U T I O N 2019-029 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 2019.

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, 2019, and to be paid in accordance with the 2019 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 2019-030-Appointment of Jennifer Houck as Deputy Registrar

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-030.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-030 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING JENNIFER HOUCK AS DEPUTY REGISTRAR**

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

WHEREAS, Registrar, Michele Bobrowski appoints Jennifer Houck to the position of Deputy Registrar; and

WHEREAS, Jennifer Houck will be required to take the courses offered through the New Jersey Department of Vital Statistics and pass a written exam to become certified as a Deputy Registrar;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey that Jennifer Houck is hereby appointed on January 2, 2019 for a three year term as Deputy Registrar effective January 1, 2019 through December 31, 2022 for the Township of Alexandria. Salary to be paid according to the 2019 budget. This appointment shall take effect immediately.

Resolution 2019-031-Appointment of Fire Marshall Mike Giannone

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-031.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-031 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING MICHAEL G. GIANNONE AS FIRE MARSHALL
FOR THE ALEXANDRIA TOWNSHIP BUREAU OF FIRE PREVENTION**

WHEREAS, the Township of Alexandria is in need of a Township Fire Marshall with a New Jersey Fire Official Certification; this resolution hereby appoints Michael G. Giannone as the Fire Marshall for the Bureau of Fire Prevention (Alexandria Township Ordinance 2012-06-19).

NOW, THEREFORE BE IT RESOLVED on this 2nd day of January 2019 by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

1. Michael G. Giannone is appointed by the Township of Alexandria for the position of Fire Marshall, commencing January 1, 2019
2. This appointment shall be for a period of 3 years.

Resolution 2019-032-Re-Appointment of Kris Boxwell as Tax Collector

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-032.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-032 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY RE-APPOINTMENT OF KRISTINE BOXWELL AS TAX COLLECTOR**

WHEREAS, the Township Committee desires to re-appoint Kristine Boxwell as the Municipal Tax Collector for a four year term; and

WHEREAS, the Township Committee appointed Kristine Boxwell as the Alexandria Township Tax Collector on April 4, 2018 in order to fill a vacancy as a result of a retirement; and

WHEREAS, Kristine Boxwell's initial appointment commenced April 4, 2018 through December 31, 2018 due to an unexpired term.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January 2019 by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

- 1.) Kristine Boxwell is hereby appointed as Tax Collector for the Township of Alexandria effective January 2, 2019 for a four year term ending December 31, 2022.
- 2.) The Collector will continue office hours not less than 8 hours per week for the public, in increments of two days, which days and times may be set by the Collector.
- 3.) The Collector will be paid as per the Township's 2019 Salary Resolution.

**Resolution 2019-033-Appointment of Office of Emergency Management Coordinator
Dale Harding**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-033.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-033 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING DALE HARDING AS EMERGENCY MANAGEMENT
COORDINATOR**

WHEREAS, The Township of Alexandria is in need of an Emergency Management Coordinator, and;

WHEREAS, Dale Harding is qualified for this position;

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey appoints Dale Harding to the position of Emergency Management Coordinator on January 2, 2019 at their yearly Re-Organization meeting for a **three (3) year term beginning January 1, 2019 and ending December 31, 2022.**

Resolution 2019-035-Appointment of Alternate Municipal Prosecutor Carl Taylor

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-035.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-035 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTING AN ALTERNATE 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 and sometimes the Prosecutor may not be available during a particular court date warranting the need for an Alternate Municipal Prosecutor.

WHEREAS, Carl A. Taylor III, Esq. located at 361 State Highway 31, Building E, Suite 1501, Flemington, NJ 08822 is qualified for the position of Alternate Municipal Prosecutor.

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 as an Alternate Municipal Prosecutor for the Delaware Valley Joint Municipal Court as a shared Court for the calendar year 2019:

Alternate Municipal Prosecutor – Carl A. Taylor III, Esq.

BE IT FURTHER RESOLVED that this appointment is being made based upon Alexandria Township’s understanding that the Alternate Municipal Prosecutor shall be compensated for this position per an agreement with the Delaware Valley Joint Municipal Court’s primary Prosecutor Erik Peterson. Specifically, in the event Prosecutor Peterson should need a substitute, he will compensate Alternate Prosecutor Taylor directly for his services in accordance with his 2019 salary rate.

Be it further resolved that this resolution shall take effect immediately.

Resolution 2019-036-Certifying Public Officer Michele Bobrowski

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-036.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

RESOLUTION 2019-036 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO APPOINT MICHELE BOBROWSKI AS A CERTIFYING OFFICER FOR PENSIONS FOR 2019

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 pensions for employees for the Township of Alexandria;

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Alexandria appoints: **Michele Bobrowski** as a certified agent to prepare all necessary forms for pension payments is hereby confirmed, and she 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 2019.

Resolution 2019-037-Appointment of Jennifer Houck as Office Assistant

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2019-037.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-037
TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTMENT OF JENNIFER HOUCK AS OFFICE ASSISTANT**

WHEREAS, the Township of Alexandria desires to hire a full-time office assistant to assist the Township Clerk and provide coverage to other departments where warranted due to vacations, conferences, etc. so that the municipal offices are always staffed during operational hours; and

WHEREAS, the Township of Alexandria desires to appoint Jennifer Houck to the

full-time position of office assistant.

NOW, THEREFORE BE IT RESOLVED on this 2nd day of January 2019 by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

1. Jennifer Houck will become employed full-time effective January 3, 2019, at an annual salary of \$40,500.00 (which shall be subject to FICA and federal and state income tax withholding).
2. This Resolution shall take effect immediately upon adoption.

ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE

Open Space Advisory Committee-1 Year Appointment

Floyd Evans
Gabe Sipos
Thomas Hlasney
Evan Madlinger

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments for the Open Space Advisory Committee.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

Perc Test Witness-1 Year Appointment

Sonya Sellers
Harry Fuerstenberger

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments for Perc Test Witnesses.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

Representative to Joint Municipal Court-1 Year Appointment

Jim Kiernan
Chris Pfefferle-Alternate

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments for Representatives to the Joint Municipal Court.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

Environmental Commission-3 Year Appointment

Adrienne Crombie

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointment for the Environmental Commission.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

Emergency Management Coordinator-3 Year Appointment

Dale Harding

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointment for Emergency Management Coordinator.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

Land Use-1 Year Appointment

Michelle Garay-Mayor
R. Christian Pfefferle-Township Committee
Jim Kiernan-Mayor's Designee
Michael Giannone-Class 2

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above appointments for the Land Use Board.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

2019 Temporary Budget

Resolution 2019-018-Temporary Budget

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2019-018.

ROLL CALL: AYE: Garay, Kiernan, Pfefferle

NAY: None

ABSTAIN: None

Motion Carried

**RESOLUTION 2019-018 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY FOR 2019 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 2019 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 2019 budget, exclusive of any interest and debt redemption charges, capital improvement and public assistance, is the sum of \$2,668,174.60, and

WHEREAS, 26.25% of the total appropriations in the 2019 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement and public assistance in said budget is the sum of \$700,395.83,

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	3,250.00
01-201-20-100-020	Mayor & Council	OE	750.00
01-201-20-110-010	Municipal Clerk	S&W	16,250.00
01-201-20-110-020	Municipal Clerk	OE	6,000.00
01-201-20-111-010	Administrator	S&W	3,250.00
01-201-20-115-020	Municipal Web Site	OE	1,500.00
01-201-20-120-010	Finance	S&W	17,500.00
01-201-20-130-020	Finance	OE	6,000.00
01-201-20-131-020	Auditing Services	OE	0.00
01-201-20-135-010	Tax Collection	S&W	7,250.00
01-201-20-135-020	Tax Collection	OE	1,750.00
01-201-20-150-010	Tax Assessment	S&W	8,750.00
01-201-20-150-020	Tax Assessment	OE	500.00

01-201-20-155-020	Legal Services	OE	29,500.00
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	7,500.00
01-201-21-180-010	Land Use Board	S&W	3,750.00
01-201-21-180-020	Land Use Board	OE	1,875.00
01-201-22-195-010	Construction Official	S&W	23,250.00
01-201-22-195-020	Construction Official	OE	5,500.00
01-201-22-200-010	Zoning Officer	S&W	2,500.00
01-201-22-200-020	Zoning Officer	OE	125.00
01-201-23-210-020	General Liability Insurance	OE	60,000.00
01-201-23-215-020	Worker Compensation Insurance	OE	35,000.00
01-201-23-220-020	Employee Group Insurance	OE	44,000.00
01-201-23-221-001	Medical Waiver Payments	OE	7,500.00
01-201-23-225-020	Unemployment Insurance	OE	1,750.00
01-201-25-201-020	COAH	OE	0.00
01-201-25-252-010	Emergency Management	S&W	950.00
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	2,050.00
01-201-25-265-020	Fire Prevention	OE	250.00
01-201-25-275-010	Municipal Prosecutor	S&W	1,950.00
01-201-26-290-010	Road Maintenance	S&W	112,500.00
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	2,200.00
01-201-26-305-020	Solid Waste Collection	OE	7,500.00
01-201-26-310-010	Buildings & Grounds	S&W	1,350.00
01-201-26-310-020	Buildings & Grounds	OE	1,100.00
01-201-27-330-010	Public Health	S&W	1,000.00
01-201-27-330-020	Public Health	OE	2,500.00
01-201-28-376-020	Celebration of Public Events	OE	1,150.00
01-201-27-360-020	Aging	OE	125.00
01-201-31-430-020	Electricity	OE	3,400.00
01-201-31-435-020	Street Lighting	OE	1,250.00
01-201-31-440-020	Telephone	OE	1,900.00
01-201-31-460-020	Diesel & Gasoline	OE	6,250.00
01-201-31-461-020	Propane	OE	5,000.00
01-201-36-471-020	Pension	OE	0.00
01-201-36-472-020	Social Security	OE	17,500.00
01-201-36-473-020	DCRP Employer Share	OE	1,000.00

01-201-43-490-010	Municipal Court	S&W	20,000.00
01-201-43-490-020	Municipal Court	OE	12,500.00
01-201-43-495-010	Public Defender	S&W	400.00
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		565,020.00

ANNOUNCEMENTS

The Alexandria **Board of Health** will *re-organize* at 7:35 PM, Wednesday, January 2, 2019 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 9, 2019.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:30 PM, Wednesday, January 2, 2019 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will begin at 6:30 PM on January 9, 2019 for educational training.

The Alexandria **Land Use** will *re-organize* at 7:30 PM, Thursday, January 17, 2019 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 22, 2019 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 8, 2019 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*

Open Space Chair Floyd Evans wanted to know who will be the liaison for the Open Space Commission. Mayor Garay indicated that she will step up to be the liaison for the Open Space Commission and will attend their meeting on January 9th.

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 8:02 PM.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 8:02 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Re-Org Meeting of January 2, 2019 and certify that said Minutes were approved unanimously by the Township Committee on the 13th day of February 2019.

Michelle Garay, Mayor