

**ALEXANDRIA TOWNSHIP COMMITTEE SPECIAL MEETING
MINUTES
January 24, 2018**

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

Meeting Called to order at 6:02 PM.

ROLL CALL:

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

ABSENT: None

FLAG SALUTE:

OLD BUSINESS:

None

NEW BUSINESS:

- **Resolution 2018-034 Employee Salaries for 2018**
Tabled until after Executive Session.
- **Resolution 2018-035 Amended Cost Share for Grefe, B-11, L-14.01**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-035.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-035 ALEXANDRIA TOWNSHIP AMENDED APPROVING GRANT
AGREEMENT IN CONNECTION WITH THE PURCHASE OF A DEVELOPMENT EASEMENT
FROM PAUL AND LINDA GREFE
BLOCK 11 , LOT 14.01**

WHEREAS, the Township of Alexandria, by Resolution #2016-087 adopted on November 9, 2016 , previously agreed to fund an approximately 20% cost share to purchase a development easement on property in the Township of Alexandria known as Bl. 11, Lot 14.01 consisting of approximately 26.18+/- acres, with one non-severable exception area totaling approximately 1.0+/- acres, owned by Paul W. Grefe and Linda E. Grefe (“Owners”), which farm is contained in Alexandria Township’s Municipal Planning Incentive Grant list of farms and for which the Property Owners made an

individual application to the Hunterdon County Planning Incentive Grant Program; and

WHEREAS, the Township has received for approval and execution from the SADC, a Planning Incentive Grant Agreement (“Grant Agreement”) which authorizes a grant from the SADC in the amount of \$142,790.70 to the Township which equates to 60% of the CMV of \$9,500.00 per acre and 60% of the purchase price of the easement, based on the final surveyed acreage of 25.051 +/- net acres; and

WHEREAS, the Grant Agreement further provides that the County of Hunterdon will hold title to the easement since the County of Hunterdon will be providing a 20% cost share of the acquisition, in addition to the Township; and

WHEREAS, the Grant Agreement requires authorization from the Township for the SADC to electronically deposit the grant funds in the County’s designated bank account on or before the closing date of the purchase of the development easement; and

WHEREAS, the CFO has certified the availability of funds from the Township's farmland and open space trust account for the Township's anticipated 20% cost share of \$47,596.90 toward the easement purchase;

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

1. Approves and accepts the Grant Agreement as provided by the SADC for the funding of the development easement purchase on the farm owned by Paul W. Grefe and Linda E. Grefe, known as Bl. 11, Lot 14.01 in the Township of Alexandria and County of Hunterdon, whereby the SADC’s cost share grant will be \$142,790.70 or 60% of the purchase price and certified value of the easement. The Township Committee further authorizes the aforesaid grant funds to be electronically deposited in the County of Hunterdon’s designated bank account on or before the closing date established by the Township and the County.

2. On behalf of the Township, the Mayor, Deputy Mayor and Township Clerk, as necessary, are hereby authorized to execute the aforesaid Grant Agreement and any other documentation needed to complete and fund the development easement purchase on the above-mentioned property.

3. The Township further authorizes the CFO to pay the Township's 20% cost share due in connection with the closing.

BE IT FURTHER RESOLVED, that the Municipal Clerk is directed to forward certified copies of this Resolution to the Hunterdon County Agricultural Development Board and the New Jersey State Agriculture Development Committee as may be

requested and required.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

• **Resolution 2018-036 2017 Appropriation Transfer-4th Transfer**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-036.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2018-36 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR 2017 APPROPRIATIONS TRANSFERS-4th TRANSFER

WHEREAS, various 2017 bills have been presented for payment in the year 2017, which represent obligations of the fiscal year 2017, and were not sufficiently funded in certain budget accounts of the 2017 Township of Alexandria Municipal Budget that in accordance with N.J.S. 40A:4-58 may be transferred by resolution of the Township Committee in the last two months of the calendar year; and

WHEREAS, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2018 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Employee Group Insurance	\$6,000.00	
Municipal Clerk O/E (Legal Ads)		\$5,000.00
Fire Prevention OE		\$1,000.00

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

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- Resolution 2018-037 Authorizing an Amendment to the Shared Services Agreement for the Delaware Valley Joint Municipal Court**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-037.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2018 – 037 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING AN AMENDMENT TO THE SHARED SERVICES AGREEMENT FOR THE DELAWARE VALLEY JOINT MUNICIPAL COURT

WHEREAS, the Township of Alexandria, Borough of Frenchtown and Township of Holland entered into a shared services agreement dated March 1, 2015 for The Municipal Court of the Delaware Valley (hereinafter the "Joint Court Agreement"); and

WHEREAS, the Joint Court Agreement provides for the payment of the salaries and benefits of certain municipal court staff, including the Court Administrator, in accordance with a formula apportioned among the member municipalities, who have traditionally each paid their portion of the salaries and benefits separately; and

WHEREAS, due to revised pension requirements of the N.J. Public Employees Retirement System ("PERS"), it is necessary for the Court Administrator's salary and health benefits to be paid by one municipality as lead agency; and

WHEREAS, the Township of Alexandria has agreed to be the lead agency for the payment of the Court Administrator's salary and benefits, provided that the other member municipalities agree to reimburse the Township on a quarterly basis; and

WHEREAS, it is necessary to amend the Joint Court Agreement to effectuate the terms described herein.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, that on January 24, 2018

as follows:

1. The Alexandria Township Committee agrees to be the lead agency for the payment of the Court Administrator's salary and health benefits pursuant to the Joint Court Agreement with Frenchtown Borough and Holland Township. Frenchtown Borough and Holland Township shall each be billed on a quarterly basis for their proportionate shares of the aforesaid salary and benefits due the Court Administrator so that the Township can be reimbursed accordingly.

2. In furtherance thereof, the Mayor, Deputy Mayor, Township Administrator/Clerk and Township Attorney, as applicable, are authorized to prepare and enter into an Amendment to the Joint Court Agreement in substantially the same form attached hereto.

3. This approval is contingent on the approval of both Frenchtown Borough and Holland Township, as well as the Municipal Court Division Manager for Vicinage 13, as may be applicable.

4. Copies of this Resolution shall be forwarded to Frenchtown Borough, Holland Township and the Municipal Court Division Manager for Vicinage 13.

5. This Resolution shall take effect immediately.

- **Park/Rec Fees**

Comm. Pfefferle noted that Park/Rec Member BJ Farrow personally paid out approximately \$1,200.00 to cover the costs of referees for the Alexandria Basketball League and would like to be reimbursed. Comm. Pfefferle noted that Mr. Farrow has been waiting for approximately 60-90 days to be refunded his monies. CFO Steinberg noted that laws have changed when it comes to the Township paying expenses. Any expense that is made on behalf of the Township must be approved in advance and the services rendered before a payment can be made. Township Administrator/Clerk Bobrowski noted that she is not receiving waivers back from basketball participants as required by the insurance company and that Mr. Farrow did not provide receipts to the Township to show what he paid out of pocket such as how many referees were paid, the days they worked, the hours worked, the payout for each referee, etc. Mr. Farrow needs to supply the Township with this documentation before he can be reimbursed. CFO Steinberg recommends the following for the basketball program moving forward:

- 1.) That the basketball program creates their own 501C moving forward so they control their own funds and payments.
- 2.) Township could set up a Recreation Trust Fund and contribute to the costs associated with the basketball program.
- 3.) Future payments to the referees must be made in the form of a check. The referees will need to submit information to the Township so that a check can be released to them. Cash payment is not permitted.

BILL LIST:

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the attached bill list.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

MINUTES:

- December 13, 2017 Twp. Committee Meeting
- December 13, 2017 Executive Session Meeting
- December 27, 2017 Special Twp. Committee Meeting

Minutes were tabled for approval at the next Township Committee meeting on February 14, 2018.

COMMENTS FROM THE FLOOR:

- Resident Bill Fritsche asked if salaries were going to be discussed in Executive Session. He feels that the Township is paying too much for the Township Attorney and that other Township attorneys in the area are being paid approximately \$40,000 a year. Atty. Dragan noted that she charges the Township a monthly set fee of \$6,120 which equates to approximately \$150.00 an hour based on 40-45 hours per month; there were some months last year where she worked 50+ hours. The hours in her contract are based on what the Township Committee estimated it needed when she was hired several years ago. Township Atty. Dragan said that at least some of the area attorneys who are paid less than she do not attend all of the Township Committee meetings, outside meetings on behalf of their Townships and work less hours; she noted that some attorneys in area towns are paid more; it depends on the work. She said that if the Committee wishes, she can discuss adjusting the contract amount by reducing the hours and attending fewer meetings.
- Open Space Chair Evans requested that he receive the monthly agriculture report more timely. Twp. Atty. Dragan noted that she has not received any updates from the Open Space Committee regarding the applications they are working on, so there has not been much to add lately.
- Resident Curtis Schick expressed his concern about the Alexandria Equestrian Association (AEA) monies that are brought in and if the Township sees any of the money that is collected. Resident Schick would like the Township Committee to

look at the financials of the AEA carefully and believes that the Township can generate income from the barn by renting it out to others.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session. **(Time 6:40 PM.)**

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.

2. The general nature of the subject matter to be discussed is as follows:

___ A confidential or excluded matter under Federal or State Law or Court Rule.

___ A matter involving information that may impair the Township's rights to receive funds from the United States Government.

___ A matter constituting an unwarranted invasion of an individual's privacy rights.

___ Collective Bargaining Agreement or negotiation of the Agreement.

X Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

Miller Farm B-9, L-10 & B-10, L-74 Appraisal Proposals

___ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

Joint Municipal Court

Professional Services

X Matters falling within the attorney-client privilege.

Policy Guidelines

Quakertown Fire Company

X Personnel matters involving a specific employee or officer of the Township.
Township Committee Meetings
Tax Collector Position

 Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(TIME: 9:06 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-034.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-034 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO FIX THE SALARIES OF THE VARIOUS OFFICERS AND
EMPLOYEES FOR THE YEAR 2018**

Township Committeemen	\$ 4,297.74
Township Clerk	\$ 56,429.29
	\$ 217.30 Special Mtg.
Township Administrator	\$ 12,973.13
Chief Financial Officer	\$ 35,612.50
Asst. to the CFO	\$ 14,753.75
Tax Assessor	\$ 34,462.73
Tax Collector	\$ 30,637.44
Zoning Officer	\$ 9,625.75
Registrar of Vital Statistics	\$ 1,783.15
Deputy Registrar	\$ 379.84

Percolation Test Witness	Per Ordinance
Land Use Secretary	\$ 21.28 per hour
	Plus \$212.76 per meeting
Land Use Board Administrative Stipend	\$228.94 a month
Board of Health Secretary	\$ 1,484.58
Dog Warden	Per Contract
Office Cleaning	\$ 5,587.06
Emergency Mgmt.911 Coordinator	\$ 3,136.54
Deputy Emergency Mgmt. Coordinator	\$ 651.36
Clerical Help	\$ 10.00 to \$25.00 per hour
Public Works Personnel	Per Union Contract
Recycling Coordinator-PW	\$ 2,230.32
Recycling Coordinator -Office	\$ 2,230.32
Construction Official	\$ 51.75 per hour
Construction Sub-Code Official	\$ 45.73 per hour
Building Dept. Technical Assistant	\$ 18.79 per hour
Plumbing Sub-Code Official	\$ 51.75 per hour
Electrical Sub-Code Official	\$ 43.31 per hour
Electrical Inspector	\$ 38.36 per hour
Fire Sub-Code Official	\$ 45.73 per hour
Fire Inspector	\$ 45.73 per hour
Fire Prevention	\$ 8138.84
<u>Court Pending final agreement among Mayors</u>	
Municipal Court Judge	\$ 6,900.00
Municipal Court Administrator	\$ 50,000.00
Deputy Court Administrator	\$ 20.35
Municipal Court Prosecutor	\$ 7,748.49
Public Defender	\$ 1,454.06
Court Police Coverage	\$ 122.10 a Session/1x Month
Mileage Reimbursement	.545 per IRS publication

Mayor Garay made a motion, seconded by Comm. Kiernan to approve Resolution 2018-016 .

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-016 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, 2018 to December 31, 2018; 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

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 2018:

Hourly Rates

Senior Licensed Professional Planner	\$156.00
Principal Licensed Professional Planner	\$145.00
Associate Licensed Professional Planner	\$129.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$183.00
Principal Licensed Professional Planner	\$169.00
Associate Licensed Professional Planner	\$151.00
Research Associate	\$112.00

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	\$0.89	\$0.09	n/a
	11 x 17	\$1.79	\$0.17	n/a
Display exhibit (2'x3' mounted color):		\$63.00		
CD's:		\$10 each		

6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-180-020** as of January 24, 2018, 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.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-017.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-017 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, 2018 to December 31, 2018; 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, 2018 through December 31, 2018.
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 2018 are as follows:

Municipal Engineer	per hour \$135.00
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13. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-165-020** as of January 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Mayor Garay to approve Resolution 2018-020.

Roll Call: Aye: Garay, Kiernan

Nay: Pfefferle

Abstain: None

Motion Carried

**RESOLUTION 2018-020 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, 2018 to December 31, 2018; 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

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 \$6,120.00 a month which is estimated 40-45 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 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Mayor Garay to approve Resolution 2018-021.

Roll Call: Aye: Garay, Kiernan

Nay: Pfefferle

Abstain: None

Motion Carried

**RESOLUTION 2018-021 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, 2018 to December 31, 2018; 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

- 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 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2018-023.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-023 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, 2018 to December 31, 2018; 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

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

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

22. 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, 2018 through December 31, 2018.
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 2018 are as follows:

Special Counsel per hour \$175.00

27. 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 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2018-024.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-024 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, 2018 to December 31, 2018; 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

5. 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:

29. 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, 2018 through December 31, 2018.
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 2018 are as follows:
 - A lump sum of \$3,300.00 to electronically file LSRP Retention, to complete a file review at NJDEP, and to prepare a letter report providing recommendations.
 - Fee does not include NJDEP copying/reproduction costs (estimated at \$250.00) or NJDEP Annual Remediation Fees, which are billed directly to Alexandria Township. Reproduction costs will be billed as a reimbursable expense.
 - Najarian will provide the Township with electronic copies of all reports and findings obtained/generated as part of the scope-of-work at no additional cost.
 - A budgetary cost to complete two rounds of groundwater sampling and analyses, to prepare the RAR with an Remedial Action Permit-Groundwater (RAP-GW) application and to issue an Limited Restricted Response Action Outcome (RAO) is \$25,000.00

- The hourly rate of Robert E. Schwarzkopf, CHMM, LSRP is \$155.00.

34. 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 **01-201-21-165-020** as of January 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Mayor Garay to approve Resolution 2018-025.

Roll Call: Aye: Garay, Kiernan

Nay: Pfefferle

Abstain: None

Motion Carried

**RESOLUTION 2018-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP
OF ALEXANDRIA**

WHEREAS, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2018 to December 31, 2018; 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

- 1.) Anthony J. Pannella Esq. of Wilentz, Goldman & Spitzer P.A., 90 Woodbridge Center Drive, Suite 900, Box 10, Woodbridge, NJ 07095

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

1. That the Township hereby appoints **Anthony J. Pannella, Esq.** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and Anthony J. Pannella, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
 2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$4,000.00 plus \$1.50 per thousand dollars of bonds issued. Time relating to the review of the Official Statement will be billed \$90.00-\$150.00 an hour depending on the paralegal and attorney involved. For services rendered in connection with the preparation of each bond ordinance, a fee of \$450.00 for each single process ordinance and \$600.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,250.00 for Bond Counsel's approving legal opinion in connection with such financing and \$0.85 per thousand dollars of bond or tax anticipation notes or emergency notes issued.
 3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
 4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
 5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
 6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-130-020** as of January 24, 2018, 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.
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Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-026.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2018-026 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY APPOINTING SPECIAL COUNSEL 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 DeSapio Properties #Six, Inc. and Delaware River Tubing, which cannot be handled by the Municipal Attorney, during the period from January 1, 2018 to December 31, 2018; 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

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

1. That the Township hereby appoints *Joseph C. Tauriello, Esq. of Mason Griffin and Pierson*, having its address at 101 Poor Farm Road, Princeton, NJ 08540, 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 Mason Griffin & Pierson 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 \$10,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 24, 2018, 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.

Comm. Kiernan made a motion, seconded by Mayor Garay to approve Resolution 2018-027.

Roll Call: Aye: Garay, Kiernan

Nay: Pfefferle

Abstain: None

Motion Carried

**RESOLUTION 2018-027 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, 2018 to December 31, 2018; and

WHEREAS, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; 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. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.
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Comm. Pfefferle made a motion, seconded by Mayor Garay to have the Township go out for a Request for Professionals (RFP) for Township Auditor for 2018.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to have Township Administrator/Clerk Bobrowski send a retraction to the Hunterdon County Democrat regarding Resolution 2018-015 that was advertised in the Legal Notices.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Mayor Garay to authorize CFO Steinberg to speak to the local School Board regarding the school payment requests they have made.

Roll Call: Aye: Garay, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Kiernan noted that he spoke with DPW Foreman Griffith about his 2018 budget and the immediate needs of the DPW including equipment. DPW Foreman Griffith is looking into a grant from the New Jersey Department of Environmental Protection for off road equipment. The Township can be reimbursed up to 33% for the purchase with the grant.

EXECUTIVE SESSION:

The following matters were discussed in Executive Session:

- **Quakertown Fire Company**

Mayor Garay received a call from Charles Patkochis of the Quakertown Fire Company asking for an increase in aid for 2018 as there has been no increase in aid for over 7 years. Alexandria Township is served by five fire volunteer companies and currently pays out \$147,262.00 to the five fire companies. Fire Marshall Giannone noted that in the 80's the township began to pay volunteer fire companies aid based on ratables. Former Tax Assessor Schick was the last person to provide updated ratables. The current breakdown of aid based on ratables in Alexandria Townships is as follows:

- 1.) Quakertown Fire Co. 34.8%
- 2.) Milford Fire Co. 27.8%
- 3.) Pattenburg Fire Co. 14.2%

4.) Kingwood Fire Co. 13.1%

5.) Bloomsbury Hose Co. 10.1%

Mayor Garay will contact Mr. Patkochis and invite him to attend the next Township Committee meeting.

- **Miller Farm B-9, L-10 & B-10, L-74**

Twp. Atty. Dragan sent out letters for appraisal quotes.

- **Joint Municipal Court**

Matter to Stay in Executive Session.

- **Professional Services**

Comm. Pfefferle would like a redaction placed in the Hunterdon Democrat for Resolution 2018-15. The appointment of an auditor for this year was incorrect.

- **Policy Guidelines**

Matter to Stay in Executive Session.

- **Tax Collector Position**

Matter to Stay in Executive Session.

- **School Payment**

CFO Steinberg noted that the Township is receiving payment requests from the local school board for a lot of money up front and that the Township hasn't collected the sufficient funds to support the payments. CFO Steinberg would like to speak to the local school board on their payment requests. The Regional High School payment requests are fine.

- **Salary of Township Administrator/Clerk**

Matter to Stay in Executive Session.

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 9:06 PM.

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

I hereby certify that I have reviewed these Minutes of the Township Committee Special Meeting of January 24, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 14th day of March 2018.

Michelle Garay, Mayor

Dated: _____