

**ALEXANDRIA TOWNSHIP COMMITTEE**  
**MINUTES**  
**June 24, 2020**

This meeting was advertised in The Hunterdon Democrat notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website ([www.alexandrianj.gov](http://www.alexandrianj.gov)) as required by the Open Public Meetings Act. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et, seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the State of New Jersey does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and the Township Committee scheduled June 24, 2020 will be held electronically only. Members of the public who wish to participate in the meeting may do so by calling 1-978-990-5000 and followed by meeting number Access Code: 333891 at 6:00 PM. Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. A non-public dial in number will be used if executive session is required.

**Meeting Called to order at 6:02 PM.**

**ROLL CALL:**

**PRESENT:** Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Atty. Dragan

**ABSENT:** None

**FLAG SALUTE:**

Mayor Plumer led the flag salute.

**NEW BUSINESS:**

- Resolution 2020-079 Authorizing Approval to Apply for a County Open Space Grant to Utilize Funds to Replace the Barn Roof at Alexandria Park.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2020-079.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**RESOLUTION 2020 – 079 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING APPROVAL TO APPLY FOR A  
COUNTY OPEN SPACE TRUST FUND GRANT TO UTILIZE FUNDS TO REPLACE THE BARN  
ROOF AT ALEXANDRIA PARK**

**WHEREAS:** The Hunterdon County Board of Chosen Freeholders has approved an Open Space Trust Fund and established a Municipal Grants Program to provide County Funds in connection with preserving open space, natural areas, farmland and historic sites; to acquire, develop, improve and maintain county and municipal lands for recreation and conservation purposes; and preservation of historic structures, properties, facilities, sites, areas, or objects; or for the payment of debt service or indebtedness issued or incurred by the municipality for any of the purposes described above; and

**WHEREAS,** the Township of Alexandria desires to further the public interest by obtaining funding in the amount of \$ 120,000.00 from the County of Hunterdon to fund the following project:

*Alexandria Township would like to replace the roof of a large barn that is located inside the Township Park. The barn is used by numerous Clubs, Organizations and Associations and is in need of a replacement roof to maintain the barn's integrity and for the barn to continue to be enjoyed by many in the years to come. The Township would like to utilize County Open Space Funds in addition to Township funds that have been set aside for this project and fundraising monies from the Alexandria Equestrian Association. Additional costs are anticipated in this replacement once the roof is removed to replace numerous sheets of plywood that may not have been accessible though a visual inspection by the Contractor when the quote was obtained. The estimated cost of this project is \$ 242, 425.49 as of October 2, 2019;*

**NOW, THEREFORE,** the governing body resolves that Michele Bobrowski, Township Clerk/Administrator is hereby authorized to:

- (a) make application for such County Open Space Trust Funds,
- (b) provide additional application information and furnish such documents as may be required, and
- (c) act as the authorized correspondent of the above-named Municipality; and

**WHEREAS,** the County of Hunterdon shall determine if the application is complete and in conformance with the scope and intent of the Hunterdon County Open Space, Farmland and Historic Preservation Trust Fund Plan, applicable Freeholder Board Policies and the Procedures Manual for the Municipal Grant Program adopted thereto, and notify the Municipality of the amount of the funding award; and

**WHEREAS,** the Municipality is willing to use the County funds in accordance with such adopted Policies and Procedures, and applicable state and local government rules, regulations and statutes;

**NOW, THEREFORE, BE IT FURTHER RESOLVED, BY THE** Township Committee of the Township of Alexandria

1. That Michele Bobrowski, Township Clerk/Administrator of the above-named Municipality is hereby authorized to execute any documents and agreements with the County of Hunterdon known as the "Replacement of the Township Park Barn Roof".

2. That the Municipality has its share of funds, if required, in the amount of \$ 100,000.00 and the Alexandria Equestrian Association has funds in the amount of \$50,000.00;
3. That, in the event the County of Hunterdon’s funds are less than the total project cost specified above, the applicant has the balance of funding necessary to complete the project.
4. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and
5. That this resolution shall take effect immediately.

- Resolution 2020-080 To Amend the 2020 Introduced Budget

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2020-080.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**RESOLUTION 2020 – 080 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING APPROVAL TO AMEND THE 2020 INTRODUCED BUDGET**

**WHEREAS**, the 2020 municipal budget of the Township of Alexandria was introduced on May 27, 2020 and;

**WHEREAS**, the public hearing on said budget has been held as advertised; and

**WHEREAS**, it is necessary to amend said introduced budget prior to adoption;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Alexandria, Hunterdon County, State of New Jersey that the following modifications be made to the 2020 Township of Alexandria as introduced:

	From:	To:
Revenues:		
Sheet 4: General Revenues 1. Surplus Anticipated	\$ 580,000.00	\$ 580,213.00
Sheet 5: Miscellaneous Revenues – Section B: State Aid Without Offsetting Appropriations:		
Garden State Trust Fund	\$ 10,665.00	\$ 16,452.00
Total Section B: State Aid Without Offsetting Appropriation:		
	\$ 321,619.00	\$ 327,406.00
Sheet 7: Miscellaneous Revenues – Section D:		
Shared Services, Municipal Court – Frenchtown	\$ 46,000.00	\$ 39,385.00
Shared Services, Municipal Court – Holland	\$ 6,100.00	\$ 12,715.00
Sheet 7b: Total Section D: Shared Services Agreements Offset with Appropriations:		

	\$ 52,100.00	\$ 52,100.00
Sheet 11: 1 – Surplus Anticipated	\$ 580,000.00	\$ 580,213.00
Sheet 11: 3 – Miscellaneous Revenues		
Total Section B	\$ 321,619.00	\$ 327,406.00
Sheet 11: Total Miscellaneous Revenue	\$ 942,272.48	\$ 948,059.48
Sheet 11: Receipts from Delinquent Tax	\$ 170,000.00	\$ 164,000.00
Sheet 11: Subtotal General Revenues	\$ 1,692,272.48	\$ 1,692,272.48
Sheet 11: Local Tax for Municipal Purposes	\$ 2,067,484.30	\$ 2,067,484.30
Sheet 11: Total General Revenues	<u>\$ 3,759,756.78</u>	<u>\$ 3,759,756.78</u>
Appropriations:		
Sheet 22 – Operations Excluded from CAPS		
Shared Court:		
Township of Holland		
Share of Medical Insurance	\$ 1,000.00	\$ 1,824.00
Salaries and Wages	5,525.00	11,316.00
Frenchtown Borough		
Share of Medical Insurance	\$ 6,600.00	\$ 5,776.00
Salaries and Wages	41,625.00	35,834.00
Sheet 29: Total General Appropriations	<u>\$3,759,756.78</u>	<u>\$3,759,956.78</u>

**BE IT FURTHER RESOLVED**, that two copies of this resolution be filed forthwith in the Office of the Director of the Division of Local Government Services for certification of this budget amendment.

**BE IT FURTHER RESOLVED** that this complete amendment, in accordance with the provisions of N.J.S.A. 40A:4-9 be published in the Hunterdon Democrat in the issue dated July 2, 2020 and that said publication contain notice of public hearing on said amendment to be held via conference call on July 8, 2020. Members of the public who wish to participate in the meeting may do so by calling 1-978-990-5000 and followed by meeting number Access Code: 333891 at 7:35 PM. Individuals calling into this number will be able to fully participate in the meeting, including providing public comment.

It is hereby certified by me that this is a true copy of a resolution amending the 2020 Township of Alexandria budget as introduced on May 27, 2020

- Resolution 2020-081 Authorizing the Withdrawal Process from the Delaware Valley Joint Municipal Court

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2020-081.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**RESOLUTION 2020 - 081 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING WITHDRAWAL PROCESS FROM THE DELAWARE VALLEY JOINT MUNICIPAL COURT**

**WHEREAS**, the Township of Alexandria ("Alexandria") is a member of the Municipal Court of the Delaware Valley (hereinafter the "Joint Court") which was formed in February 2010 by Alexandria, Frenchtown Borough and the Township of Holland pursuant to companion ordinances adopted by each municipality; and

**WHEREAS**, Alexandria has been advised that each of the aforementioned members of the Joint Court desires to abolish same and to enter into separate shared services agreements with the Township of Raritan, Hunterdon County, for the provision of municipal court services; and

**WHEREAS**, Alexandria has determined that it is in the best interests of the Township to abolish the Joint Court and to enter into a separate shared services agreement with the Township of Raritan for the provision of municipal court services. However, in order to take these steps, Alexandria must withdraw from the Joint Court; and

**WHEREAS**, Chapter 14-13 of the Code of the Alexandria Township provides that any member town may withdraw from the Joint Court at the end of a calendar, provided it provide the Municipal Court and each member town with six (6) months written notice (on or before July 1 of the year prior to withdrawal) of its intent to withdraw.

**NOW, THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 24th day of June, 2020 as follows:

1. Alexandria Township shall initiate the process to withdraw from the Municipal Court of the Delaware Valley by the end of December 2020. To that end, the Township Administrator/Clerk is authorized to notify, in writing, the Municipal Court, its employees and each member town, prior to July 1, 2020, in accordance with the requirements of Ch. 14 of the Alexandria Township Code.

2. Alexandria Township is authorized to enter into the process of the abolishing the Municipal Court of the Delaware Valley in concert with the other member towns, Frenchtown Borough and Holland Township, and contingent upon the approval and

instructions of the Administrative Office of the Courts for Vicinage 13 and the Vicinage Assignment Judge.3. Alexandria Township is authorized to negotiate all appropriate shared services and custodian agreements with Raritan Township and the other member towns as may be appropriate and applicable, pursuant to the Uniform Shares Services and Consolidation Act, N.J.S.A. 40A: 65-1, et seq. , N.J.S.A. 2B:9-1 (pertaining to abolition of courts and transfer of cases), and any other applicable law. The aforesaid agreements shall be contingent on the approval by the Administrative office of the Courts for Vicinage 13 and the Vicinage Assignment Judge and the adoption of the appropriate ordinances providing for same.

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

5. This Resolution shall take effect immediately.

- Approval of the Shared Service Agreement for a Shared Municipal Court between Alexandria Township and Raritan Township

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the Shared Service Agreement for a Shared Municipal Court Between Alexandria Township and Raritan Township with the following comments:

- 1.) Article 2, Section B-that the Township only pay a 2% increase each year.
- 2.) Clarification on who is paying for the annual audit and costs associated with the audit.
- 3.) Clarification that all revenue will come to the Township and that Raritan Township will only collect and deposit court monies on behalf of the Township

Atty. Giacobbe is drafting a letter to provide to Court personnel and all personnel will be notified as of July 1<sup>st</sup> of the new agreement.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

- Resolution 2020-082 Appropriation Transfer for the DPW for Road Improvements  
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2020-082.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Account	Description	Amount
01-201-20-100-010	Mayor and Council: S&W	13,515.00
01-201-20-100-020	Mayor and Council: OE	3,000.00
01-201-20-111-010	Administrator: S&W	13,550.00
01-201-20-110-010	Municipal Clerk: S&W	105,000.00
01-201-20-110-020	Municipal Clerk: OE	26,000.00
01-201-20-115-020	MUNICIPAL WEB SITE	10,000.00
01-201-20-120-010	Financial Admin: S&W	73,000.00
01-201-20-130-020	Financial Admin: OE	19,000.00
01-201-20-131-020	Audit Services: OE	30,000.00
01-201-20-135-010	Rev Admin (Tax Col.): S&W	30,500.00
01-201-20-135-020	Rev Admin (Tax Col.): OE	14,000.00
01-201-20-150-010	Tax Assessment: S&W	35,500.00
01-201-20-150-020	Tax Assessment: OE	2,000.00
01-201-20-155-020	Legal Serv (Lgl Dept): OE	130,000.00
01-201-20-175-020	Historical Commission Other Expense	500.00
01-201-21-165-020	Engineering Services: OE	35,000.00
01-201-21-180-010	Land Use Board: S&W	15,000.00
01-201-21-180-020	Land Use Board: OE	7,500.00
01-201-22-195-010	Construction Official (BUILDING DEPT)	95,000.00
01-201-22-195-020	Construction Official: OE	20,000.00
01-201-22-200-010	Zoning Officer: S&W	10,500.00
01-201-22-200-020	Zoning Officer: OE	550.00
01-201-23-210-020	General Liability Insurance OE	65,000.00
01-201-23-215-020	Worker Compensation Insurance	30,000.00
01-201-23-220-020	Employee Group Insurance	220,000.00
01-201-23-221-001	MEDICAL W PAYMENTS	28,000.00
01-201-23-225-020	Unemployment Insurance	7,000.00
01-201-25-201-020	COAH	5,000.00
01-201-25-252-010	Emergency Management: S&W	3,800.00
01-201-25-252-020	Emergency Management: OE	100.00
01-201-25-255-020	Aid to Volunteer Fire Companies	152,000.00
01-201-25-256-020	Fire Hydrants	880.00
01-201-25-260-020	Contrib to First Aid Org	103,000.00
01-201-25-265-010	FIRE PREVENTION S& W	8,500.00
01-201-25-265-020	FIRE PREVENTION O/E	1,000.00
01-201-25-275-010	Munic. Prosecutor's Office: S&W	8,050.00
01-201-26-290-010	Road Maintenance: S&W	400,000.00
01-201-26-290-020	Road Maintenance: OE	125,000.00
01-201-26-291-020	Snow Removal	50,000.00
01-201-26-305-010	Solid Waste Collection(Recycling): S&W	8,700.00
01-201-26-305-020	Solid Waste Collection: OE	30,000.00
01-201-26-310-010	Buildings and Grounds: S&W	6,000.00
01-201-26-310-020	Buildings and Grounds: OE	20,500.00
01-201-27-330-010	Pub Health (Bd of Health): S&W	4,100.00
01-201-27-330-020	Pub Health (Bd of Health): OE	4,000.00
01-201-27-335-020	Environmental Commission: OE	2,000.00
01-201-28-376-020	Celebration of Public Events OE	8,000.00
01-201-31-430-020	Electricity	13,500.00
01-201-31-435-020	Street Lighting	6,500.00
01-201-31-440-020	Telephone (exclude equip acq)	7,300.00

01-201-31-460-020	Diesel and Gasoline Fuel	25,000.00
01-201-31-461-020	Propane	7,500.00
01-201-36-471-020	Pension	85,417.00
01-201-36-472-020	SOCIAL SECURITY	72,500.00
01-201-36-473-020	DCRP EMPLOYER SHARE	8,500.00
01-201-43-490-010	Municipal Court: S&W	30,600.00
01-201-43-490-020	Municipal Court: OE	17,500.00
01-201-43-495-010	Public Defender Salaries and Wages	1,700.00
01-201-44-901-000	Reserve for DPW Equipment Purchase	50,000.00
01-201-45-920-000	BOND PRINCIPAL	203,150.00
01-201-45-930-000	INTEREST ON BONDS	71,700.00
01-201-44-900-202	Capital Improvement Fund - Road Imp.	260,000.00
01-201-50-899-000	RESERVE FOR UNCOLLECTED TAXES	450,000.00
01-201-31-465-020	Copier & Fax Expense	5,000.00
01-201-31-470-020	Postage	7,000.00
01-201-35-470-020	Contingency	10,000.00
01-201-43-491-010	Frenchtown Court: S&W	35,834.00
01-201-43-491-020	Frenchtown Court: OE	5,776.00
01-201-43-492-010	Holland Court: S&W	11,316.00
01-201-43-492-020	Holland Court: OE	1,824.00
01-201-20-170-020	Agricultural Commission	500.00
01-201-27-360-020	Ageing Services	1,000.00
01-201-41-700-052	FEDERAL AND STATE GRANTS - Clean Communities Program: OE Misc.	19,350.98
01-201-41-700-062	FEDERAL AND STATE GRANTS/Agri -Tourism	11,250.00
01-201-41-700-062	FEDERAL AND STATE GRANTS/Agri -Tourism	1,125.00
01-201-41-700-067	FEDERAL AND STATE GRANTS - NJDOT - Schaaf Road - Part 1	185,000.00
01-201-41-700-068	FEDERAL AND STATE GRANTS - NJDOT - Schaaf Road - Part 2	70,000.00
01-201-41-700-069	FEDERAL AND STATE GRANTS - FED & STATE - RECYCLING ENHANCEMENT	4,168.80
01-190-19-000-012	AMOUNT TO BE RAISED CURRENT COLLECTIONS	3,759,756.78

Account Number Description	Debit	Credit
	3,759,756.78	3,759,756.78

ROLL CALL:

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

**OLD BUSINESS:**

- 2020 Budget

Public Hearing on the budget is scheduled for July 8<sup>th</sup> at 7:35 PM.

**PUBLIC COMMENT ON GENERAL MATTERS:**

None

**CORRESPONDENCE:**

The County was given 5 secure ballot drop boxes by the State. The following locations are available to voters:

**NORTH LOCATION:**

Glen Gardner Municipal Building  
83 Main Street, Glen Gardner NJ 08826

- **SOUTH LOCATION:**

Phillip L. Pittore Justice Center  
25 South Union Street, Lambertville NJ 08530

- **CENTRAL LOCATION:**

Hunterdon County Library  
314 State Route 12, Bldg. 3, Flemington NJ 08822

- **EAST LOCATION:**

Readington Township. Municipal Building  
509 County Rd 523, Whitehouse Station, NJ

- **WEST LOCATION:**

Holland Township Municipal Building  
61 Church Road, Milford NJ 08848

Voters are NOT to place ballots in the Township drop box in front of the Municipal Offices. Voters can only place ballots in the drop boxes noted above or place them in the mail.

Any questions about the election, voters can visit the County Website for the most current and accurate information at <http://co.hunterdon.nj.us/Primary2020.htm>

- **Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION:**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session. (6:18 PM )

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**Open Public Meetings Act RESOLUTION- Executive Session**

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

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
  - A confidential or excluded matter under Federal or State Law or Court Rule.
  - A matter involving information that may impair the Township's rights to receive funds from the United States Government.
  - A matter constituting an unwarranted invasion of an individual's privacy rights.
  - Collective Bargaining Agreement or negotiation of the Agreement.  
**DPW Contract**
  - Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
  - Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
  - Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
  - Matters falling within the attorney-client privilege.
  - Personnel matters involving a specific employee or officer of the Township.  
**Jennifer Houck, Deputy Clerk**
  - Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately.

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Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(7:24 PM)**.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

***The following matters were discussed in Executive Session:***

- DPW Contract

Committee discussed the current DPW contract

- Jennifer Houck, Deputy Clerk

Will resume normal office hours effective July 1<sup>st</sup>.

**MOTION TO ADJOURN**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 7:25 PM.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Meeting Adjourned at 7:25 PM.

**Respectfully Submitted:**

**Michele Bobrowski, CMC/RMC**

**Township Clerk**

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of June 24, 2020 and certify that said Minutes were approved by the Township Committee on the 8<sup>th</sup> day of July 2020.

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Gabe Plumer, Mayor