

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
November 8, 2017**

This meeting was advertised in the Hunterdon County Democrat, 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 7:36 PM.

ROLL CALL:

PRESENT: Committeewoman Garay, Committeeman Pfefferle, Mayor Abraham, Township Attorney Dragan

ABSENT: None

FLAG SALUTE:

Comm. Garay made a motion, seconded by Comm. Pfefferle to go into Executive Session at 7:36 PM.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

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

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - ___ A confidential or excluded matter under Federal or State Law or Court Rule.
 - ___ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - ___ A matter constituting an unwarranted invasion of an individual's privacy rights.
 - ___ Collective Bargaining Agreement or negotiation of the Agreement.
 - ___ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

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

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

Auction of B-11, L-16

X Matters falling within the attorney-client privilege.

_____ Personnel matters involving a specific employee or officer of the Township.
Township Committee Meetings.

_____ 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. Garay made a motion, seconded by Comm. Pfefferle to return to Public Session at 7:46 PM.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

- **Auction of B-11, L-16**

On Friday, November 3rd the Township held an auction conducted by Maxx Spann for B-11, L-16. The highest bid was \$550,000.00 The Township paid \$960,000.00 for the 80.2 acre parcel. The property received \$407,044.15 from preservation in total from the SADC, County and the Township. The Township's share was \$66,108.63. The difference from the highest bid received and what the Township paid out for the property after the preservation cost share was \$2,955.95. The Township paid approx. \$69,000.00 in total for the preservation of this farm.

Comm. Garay made a motion, seconded by Comm. Pfefferle to accept the bid of \$550,000.00 for B-11, L-16 from Mitchel and Ruth Feldman.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

TOWNSHIP COMMITTEE OVERSIGHT REPORTS:

Environmental Commission (EC)/Health Dept. Oversight-Comm. Garay

- Members of the Environmental Commission attended a meeting on October 22nd regarding the Crown Vantage/Curtis Paper Mill Site. The following items were discussed regarding the site:
 - 1.) Demo of the super fund site will begin in 2018 and demolition should take about a year.
 - 2.) There have been 181,000 flood storage credits remaining and that the credits are good for 5 years. Comm. Garay would like to find out what flood storage credits are.
 - 3.) There are security concerns on fencing around the site.

Personnel/Park & Rec Oversight-Mayor Abraham

- Park/Rec has not met yet this month. The Park & Rec meeting is scheduled for November 14th.

Finance/DPW Oversight-Comm. Pfefferle

- DPW is finishing up Senator Stout Road paving and drainage.

PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:

Alexandria Equestrian Association Member Judy Tucker noted that a light is out by the front door of the park barn and asked if DPW Foreman Griffith can make the repair.

OLD BUSINESS:

- PennEast Pipeline

Environmental Commission Member Freedman noted that the two new FERC Commissioners have been confirmed by the US Senate.

NEW BUSINESS:

- Resolution 2017-087 Audit Corrective Action Plan

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolution 2017-087.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
RESOLUTION 2017-087
AUDIT CORRECTIVE ACTION PLAN**

WHEREAS, the Alexandria Township Committee is in receipt of the 2016 Report of Audit for the period ending December 31, 2016; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on September 22, 2017; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Alexandria that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

Adopted by the Township Committee on November 8, 2017.

I, Michele Bobrowski, Township Clerk of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee on November 8, 2017.

Michele Bobrowski, RMC
Township Clerk

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

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- Ordinance 2017-010 Amending Section 64-3-Establish a Fee Schedule for Construction Permits-**1st Reading**
The Township Committee has tabled this Ordinance.

- Ordinance 2017-011 Amending Section 64-3-Establish a Fee Schedule for Mechanical Permits-**1st Reading**

The Township Committee has tabled this Ordinance

- Raritan Headwater Association Annual Stream Clean-up donation request of \$300.00.

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve the donation request of \$300.00 to the Raritan Headwater Association for their annual stream clean-up.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

- Resolution 2017-092 Authorizing the Township Tax Collector to Grant Credits of Taxes Paid in Error on B-8, L-24

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolution 2017-092.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2017- 92

TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY, AUTHORIZING THE TOWNSHIP TAX COLLECTOR TO GRANT CREDITS OF TAXES PAID IN ERROR ON BLOCK 8, LOT 24.

WHEREAS, John Lionetti (“Taxpayer”), is the owner and taxpayer of the property located at Block 8, Lot 24 which was merged into Block 8, Lot 25 on the Township of Alexandria’s Tax Assessment Maps by Resolution of the Alexandria Township Planning Board adopted on February 14, 2005; and

WHEREAS, it appears that the owner of Block 8, Lot 25 has continued to pay taxes for Block 8, Lot 24 since the second quarter of 2005 despite the fact that Lot 24 was merged into Lot 25 and has not existed since on or about February 14, 2005; and

WHEREAS, Taxpayer has been billed and paid taxes both on Block 8, Lot 24 and Lot 25 for more than three (3) years despite the fact that Lot 24 no longer exists and is part of Lot 25; and

WHEREAS, *N.J.S.A.54:4-54* provides that a municipal governing body may adopt a Resolution to refund duplicate taxes erroneously paid, without interest; and

WHEREAS, the Courts have interpreted *N.J.S.A.54:4-54* to limit the time period to a refund for duplicate taxation to the year of the claim and three (3) prior years; and

WHEREAS, the Taxpayer has agreed to accept credits in lieu of refunds against taxes due on other properties owned by the Taxpayer in Alexandria Township, *to wit*: Block 8, Lot 25; Block 8, Lot 28.01; and Block 8, Lot 43; and

WHEREAS, the total credit due to the Taxpayer on account of the duplicate payment of taxes for the 2017 tax year through the third quarter (\$2,908.75), and the three years prior, 2014 (\$3,744.68), 2015 (\$3,865.72), and 2016 (\$3,870.25), is \$14,389.40; and

WHEREAS, the Township Tax Collector will be directed to credit to the Taxpayer \$14,389.40 towards the Taxpayer's 2018 taxes due on Block 8, Lot 25; Block 8, Lot 28.01; and Block 8, Lot 43; and

WHEREAS, the Township Tax Assessor will be directed to remove from the Tax List the property known and designated as Block 8, Lot 24, as it no longer exists; and

WHEREAS, the Hunterdon County Board of Taxation may provide a credit for the debit and credit list for the Township of Alexandria, to be applied to the next County Tax apportionment (2018), upon request by the Township of Alexandria, for overpayment of County taxes; and

WHEREAS, the Township Tax Assessor will be directed to request from the Hunterdon County Board of Taxation on behalf the Township of Alexandria a credit for the debit and credit list for the Township of Alexandria, to be applied to the next County Tax apportionment (2018), upon request by the Township of Alexandria, for overpayment of County taxes; and

WHEREAS, the Township Attorney, Special Tax Appeal Attorney, Township Tax Collector and the Township Tax Assessor have reviewed the facts and the law and recommend that the Township Committee grant the credits requested by the Taxpayer on account of the duplicate taxation

WHEREAS, the Township Committee met and considered the aforesaid facts and the recommendations of its Township Attorney, Special Tax Appeal Attorney, Township Tax Collector and the Township Tax Assessor; and

WHEREAS, the aforesaid granting of credits to the Taxpayer's properties has no general application to other properties within the Township because of the aforesaid specific fact situation; and

WHEREAS, the Township will direct the Township Tax Collector to grant these credits to John Lionetti's properties, without prejudice to its dealings with any other Township taxpayers;

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

1. The Township Tax Assessor is directed to remove Lot 24 in Block 8 from the Township's Tax List.
 2. The Township Tax Collector shall issue 2018 tax credits in the amount of \$14,389.40, without interest, to the following properties owned by the taxpayer John Lionetti: Block 8, Lot 25; Block 8, Lot 28.01; and Block 8, Lot 43.
 3. The Township Tax Assessor is directed to write a letter on behalf of the Township to, and provide a certified copy of this Resolution to, the Hunterdon County Board of Taxation, requesting a credit for the debit and credit list for the Township of Alexandria, to be applied to the next County Tax apportionment (2018), for overpayment of County taxes on Block 8, Lot 24.
 4. Upon request, a certified copy of this Resolution shall be provided to John Lionetti.
 5. The Resolution shall take effect immediately.
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- Resolution 2017-093 Providing for the Insertion of any Special Items of Revenue in the 2017 Budget and Offsetting Appropriations for the Municipal Alliance Grant

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Resolution 2017-093.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2017-093 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY
PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE IN THE 2017 BUDGET AND OFFSETTING APPROPRIATIONS FOR THE MUNICIPAL ALLIANCE GRANT**

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

WHEREAS, the Township of Alexandria Chief Financial Officer reviewed the 2017 budget and in consultation with Local Government Services has recommended that the 2017 budget be amended for the cash share of the Alliance Grant that is due from Delaware Valley High School in amount of \$5,194.25 for the Municipal Alliance Grant and the Township wishes to amend the 2017 budget to include this amount as revenue.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2017 in the sum of hard cash match of \$5,194.25 from the Delaware Valley Regional High School for a total of \$25,971.25 pursuant to the provisions of statute, and

BE IT FURTHER RESOLVED that a like sum of \$5, 194.25 be and the same is hereby appropriated under the caption of Municipal Alliance 2016-2017; and

BE IT FURTHER RESOLVED that the above is the result of having identified the funding after the adoption of the 2017 budget; and

BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to cancel the Township Match for the Alliance grant in the 2017 budget, with prior approval of the Division of Local Government Services, and

BE IT FURTHER RESOLVED that the Township Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

- Resolution 2017-094 Cancellation of an Appropriation Entitled Municipal Alliance-Matching Funds in the Amount of \$5,194.25

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve Resolution 2017-094.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

RESOLUTION 2017-094 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

CANCELLATION OF AN APPROPRIATION ENTITLED MUNICIPAL ALLIANCE-MATCHING FUNDS IN THE AMOUNT OF \$5,194.25

WHEREAS, an error in the Township of Alexandria 2017 Municipal Budget mistakenly included an appropriation titled Municipal Alliance-Matching Funds in the amount of \$5,194.25, and

WHEREAS, a Chapter 159 resolution establishing both a revenue from the Delaware Valley Regional High School and an offsetting appropriation is also on the agenda for Committee consideration,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, Hunterdon County, State of New Jersey, that the appropriation entitled Municipal Alliance-Matching Funds be hereby cancelled in the amount of \$5,194.25.

- Resolution 2017-095 2017 Appropriations Transfer

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve Resolution 2017-095.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2017-095 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY
OF HUNTERDON, STATE OF NEW JERSEY FOR 2017 APPROPRIATIONS
TRANSFERS**

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, IT IS THE RECOMMENDATION OF THE Chief Financial Officer that transfer be made to fund the various accounts where a shortage is anticipated, and

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 2017 Budget Appropriation as follows:

		<u>FROM</u>	<u>TO</u>
Engineering	O/E	\$43,200.00	
Municipal Clerk	S&W		3,000.00
Municipal Clerk	O/E		1,000.00
Finance Administration	S&W		2,000.00
Finance Administration	O/E		1,500.00
Revenue Administration	S&W		50.00
Tax Assessment	S&W		50.00
Legal	O/E		30,000.00
Zoning Bd. Of Adjustment	O/E		600.00
Construction Official	S&W		3,000.00
Municipal Prosecutor	S&W		1,500.00
Building & Grounds	O/E		500.00
		\$43,200.00	\$43,200.00

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



- Resolution 2017-096 Emergency Appropriation to the 2017 Court Salary & Wages

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve Resolution 2017-096.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2017-096 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY
EMERGENCY APPROPRIATION TO THE 2017 COURT SALARY & WAGES**

WHEREAS, an emergency has arisen in respect to the Township of Alexandria's ability to make payment as it relates to the 2017 Court Salary & Wages obligation, and

WHEREAS, the shortage in the Calendar Year 2017 budget was caused as a result of the regional court not only advising the municipality of increased salary requirements for the 2017 calendar year but also an increased percentage of those already increased expenses based on the municipality's prior year volume as outlined in the regional court agreement, and

WHEREAS, there was a vacancy in the position of Chief Financial Officer effective the end of June 2017 and no one was monitoring the activity of the 2017 Township of Alexandria municipal budget, and

WHEREAS, N.J.S. 40A:4-46 provides for the creation of emergency appropriation for the aforementioned purpose, and

WHEREAS, the total amount of emergency appropriations created including the appropriation to be created by this resolution is \$17,500.00 and three percent (3%) of operating budget for the 2017 year of operations is \$76,150.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey that in accordance with N.J.S.A. 40A:4-48 that:

- 1.) An emergency appropriation be and the same hereby made for in the amount of \$17,500.00
- 2.) That said emergency appropriation shall be provided in full in full in the 2018 budget

- 3.) That the Chief Financial Officer has certified that the expenditures to be financed through this resolution are related to the aforementioned emergency.
 - 4.) That two certified copies of this resolution to be filed with the Director of Local Government Services.
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- Resolution 2017-097 Authorizing Release of Performance Guarantee (Roadway/Site Improvements) For Kiser Enterprises, LLC (Pondview Estates) B-10, L-17

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve Resolution 2017-097.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

RESOLUTION # 2017 -097 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING RELEASE OF PERFORMANCE GUARANTEE (ROADWAY/SITE IMPROVEMENTS) FOR KISER ENTERPRISES, LLC (POND VIEW ESTATES), BLOCK 10, LOT 17

WHEREAS, Kiser Enterprises, LLC or "Developer" did on September 20, 2017 file a written request via email with the Township of Alexandria or "Township" for release of performance guarantees posted with the Township in the total amount of \$99,905.94, which guarantees consist of \$9,990.59 in cash and \$ 89,915.35 which is included in an Amendment to Standby Letter of Credit #SI20011 issued by Skylands Bank on September 25, 2008 in the face amount of \$95,688.74 (which exceeds the amount required to be posted as set forth in the Sixth Amendment to the Performance Guarantee Agreement signed between the Developer and the Township on February 8, 2017); and

WHEREAS, the amount of the performance guarantee currently held by the Township represents a reduction of the amount of \$218,562.30 originally posted with the Township based on the original construction cost estimate of \$182,135.25 dated December 4, 2004 as prepared by then Township Engineer Gerald Philkill of Studer & McEldowney, P.A. and attached to Mr. Philkill's letter of December 4, 2004 to Kiser Enterprises, LLC; and

WHEREAS, in accordance with the Municipal Land Use Law the Township may retain up to 30% of a Performance Bond to assure completion of the site work; and

WHEREAS, the Township Engineer, after inspection on August 1, 2017, has confirmed in a letter to the Township dated October 6, 2017, that all improvements covered by the original cost estimate of December 4, 2004 have been installed and are in

good condition and working order; and

WHEREAS, based upon his office's inspection, the Township Engineer has recommended in his October 6, 2017 letter that the aforesaid performance guarantees posted by the Developer may be released in their entirety, subject to the posting of a two (2) year maintenance guarantee calculated at 15% of the original construction cost estimate of \$182,135.25 per N.J.S.A. 40:55D-53a(2) of the Municipal Land Use Law. In accordance with this calculation, the maintenance guarantee required to be posted by the Developer is \$27,320.29, of which a minimum of \$2,732.03 must be in cash.

WHEREAS, prior to the release of said performance guarantees, all outstanding engineering, escrow, inspection and legal fees, if any, shall be paid in full; and

WHEREAS, the parties acknowledge that the Pond View Estates development is subject to a two (2) year maintenance guarantee, that the development has not been built out to date and that certain provisions of the Sixth Amendment to the Performance Agreement dated February 8, 2017 are still relevant; accordingly, they are not intended to be discharged as a result of the release of the Performance Guarantee.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 8th day of November, 2017 as follows:

1. Authorization is hereby given to release the performance guarantee consisting of cash in the amount of \$9,990.59 and the Amendment to Standby Letter of Credit #SI20011 issued by Skylands Bank on September 25, 2008 in the face amount of \$95,688.74, as recommended by the Township Engineer.

2. Release of the performance guarantee referenced above is subject to the posting of a two (2) year maintenance guarantee in the amount of \$27,320.29, of which a minimum of \$2,732.03 shall be in cash, as calculated by the Township Engineer.

3. This authorization is given solely to release the performance guarantee posted with the Township for installation of the site improvements identified in the original construction cost estimate of December 4, 2004 and to authorize the posting of the maintenance guarantee identified herein. Any other outstanding conditions of the Planning Board approval dated June 17, 2004 shall remain in full force and effect. Further, the following paragraphs contained in the Sixth Amendment to the Performance Guarantee Agreement dated February 8, 2017 shall remain in full force and effect until such time as the above referenced maintenance guarantee is released by the Township: paragraphs 1B, 2, 5,6,7,8,10,11 through 17, 19 through 23. Upon release of the maintenance guarantee, all of the terms and conditions of the Sixth Amendment to Performance Guarantee Agreement dated February 8, 2017 shall be deemed terminated and shall be of no further force or effect.

4. Notwithstanding anything to the contrary, nothing contained in this Resolution or in the Sixth Amendment to Performance Guarantee shall prevent or prohibit the operation of the terms of the "Common Driveway Access and Maintenance Easement" recorded in Deed Book 2091, Page 442 in the Hunterdon County Clerk's Office including, but not limited to, the imposition of shared maintenance obligations and expenses related to the common driveway and easement serving the development upon the Owners of any lots located in the development.

5. Authorization is given to the Township Administrator/Clerk to forward copies of this Resolution approving these released amounts to the applicant.

6. This Resolution shall take effect immediately.

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- Municipal Alliance Support Survey to allow the Hunterdon County Educational Services Commission Pay Expenditures for all five Municipal Alliance Consortiums.

Comm. Pfefferle made a motion, seconded by Comm. Garay to allow the Hunterdon County Educational Services Commission to Pay Expenditures for all five Municipal Alliance Consortiums.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

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- Ordinance 2017-12 Specifying the Required Format for Digital Submission of Land Development Applications to Establish and/or Maintain a Digital Tax Map & GUS Based Parcel Layer-**1st Reading**

Comm. Pfefferle would like CAD files to be converted to PDF files. Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Ordinance 2017-13 on 1st Reading.

Public Hearing will be on December 13, 2017 at 7:35 PM.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

AN ORDINANCE SUPPLEMENTING AND AMENDING CHAPTER 115 OF THE LAND USE ORDINANCE OF THE TOWNSHIP OF ALEXANDRIA , COUNTY OF HUNTERDON AND STATE OF NEW JERSEY

SPECIFYING THE REQUIRED FORMAT FOR DIGITAL SUBMISSION OF LAND DEVELOPMENT APPLICATIONS TO ESTABLISH AND/OR MAINTAIN A DIGITAL TAX MAP & GIS BASED PARCEL LAYER

Ordinance 2017-12

WHEREAS, The Township has invested both human and financial resources in the development of a digital tax map and the implementation of Geographic Information Systems (GIS) technology to improve the efficiency and effectiveness of Township operations; and

WHEREAS, In order to maintain municipal tax maps and facilitate GIS implementation, certain processes have been identified for the inclusion of digital tax map and GIS requirements. The Joint Planning Board's land development review application is one such process; and

WHEREAS, The standards and details provided herein are meant to facilitate the interaction of consultants, applicants, municipality and others by providing clear goals and requirements. No standard presented in this document is intended to countermand any State law.

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

SECTION 1: Chapter 115 of the Land Use Ordinance of the Township of Alexandria Code shall be amended by adding a new subsection to provide as follows:

DATA STANDARDS

1. This data standard has been established to manage both hardcopy (paper) and electronic data submissions required by the Municipality. These standards are part of the comprehensive Municipal initiative to best manage, inventory and utilize information. This section contains the submission standards for planning application data. Data submissions will be divided into the following two categories, specifically, Application Documents and Design Documents. Within these groups data shall be submitted in either paper copy or electronic copy as outlined in these standards.
2. The Municipality intends to move toward the elimination of paper copy documents and as such intends to eliminate paper processes, where appropriate, which are obsolete or redundant.
3. Standard Electronic Format for Application Documents
 - a. File type: The required format is an Archival standards compatible Portable Document Format (PDF/A) file generated directly from document files. They should be compatible with the latest Adobe Acrobat Version Readers.

i Scanned images of report text are not acceptable as the text cannot be searched.

ii Scanned correspondence bearing the original signature and seal shall be included.

iii Scanned documents will only be accepted when the native electronic files are not available or developed for the application.

b. File naming: Application documents and report file names shall be named utilizing a reasonable descriptive naming convention.

c. Font should be those commonly available such as Times New Roman or Arial. Other fonts may not readily open or print from all computers. Less common fonts that are used (for instance ESRI symbols) must be embedded to allow printing in all environments.

d. Security settings must be set so as to allow searching of text, printing at full resolution, adding comments (to facilitate electronic comment by reviewers, and for users to annotate their own copies if they wish), content copying and extraction (to facilitate preparation of management direction, and quoting of materials in other documents), making changes related to document assembly to allow users to rotate pages and create bookmarks and thumbnails to facilitate use of the documents.

e. Resolution: Minimum resolution for scanned documents shall be in accordance with the New Jersey Division of Archives and Records Management (NJDARM) as per N.J.A.C 15:3.4.

f. Cartography: information on maps should easily understood when reproduced in black and white - sole reliance on color to convey information means maps cannot be faxed or usefully printed in black and white. Where color is necessary or useful, it should be combined with techniques like line coding and patterned fills to ensure all users can extract the information. This principal applies also to labels and other layers added to images.

g. Submissions must be on current accepted media.

h. All digital media shall be provided with the following label data on both the media and media container:

i. Municipality, Tax Block, and Lot number

ii. Applicant Name

iii. Submission Date

iv. Revision number

4. CAD File Standards

a. Computer-Aided Design (CAD) is a tool used for producing design documentation and

plan sets required for the planning application process. It can also provide a common medium of information exchange. In fact, the true power and potential of CAD is the ability to re-use and share the information contained within the CAD document. The key to realizing this potential is common organization principles and standards for the production and dissemination of CAD information. The standard organization of files, layers and entities, as well as standardized software applications is essential for effective work and communication.

b. This section establishes performance standards for CAD data provided to the Municipality with the application packages. The Municipality does not intend to influence the methods or means of practice of outside consultants. Consultants may use any CAD system to develop design documents as long as the delivered data conforms to the Municipality's CAD data standards.

c. Much of the CAD data created through the planning process will be utilized to update the municipal tax maps which have been brought into the municipal and/or County GIS parcel data system. Data received by the Municipality must follow these CAD data standards to be readily useful within that system.

d. Electronic CAD files for Minor Subdivisions, Preliminary & Final Site Plans, and Preliminary & Final Major Subdivisions shall be submitted in conformance with the standards listed below:

i. CAD Drawings: Consultants shall deliver at minimum, a CAD document in electronic format to the municipality. The document(s) must include all supporting CAD data and must be delivered as follows:

- In the native CAD format as read only
- In the CAD "dxf" file format.
- Using the data structure defined by these standards.
- File naming shall comply with the standards established for Application Documents.

ii. Text and Fonts: Utilize only industry wide supported fonts, no custom fonts can be accepted. All fonts shall be provided with CAD file.

iii. Layers: Specific layers shall be created and drawings organized in conformance with the most current naming convention developed by the New Jersey Digital Tax Map Task Force:

<http://www.state.nj.us/treasury/taxation/lpt/DigitalTaxMaps.htm>

iv. When possible, proposed lots, easements and rights-of ways shall be comprised of closed polygons.

v. Easements and Parcel Boundaries shall be coincident in the CAD file when coincident on ground.

vi. All drawings shall be un-rotated and created at 1 to 1 "full scale".

vii. Coordinate Reference: All submissions, paper and digital, shall be in NAD 83 (current) New Jersey State Plane Coordinates in U.S. Survey Feet and North American Vertical Datum 1988 (current) and in accordance with all other provisions of P.L. 1960, c. 141 (C.46:23-9.9 et seq) "The Map Filing Law".

viii. There shall be endorsed upon any map, plat or plan submitted to the Joint Planning Board a certification by the municipal or board engineer the following: *I have carefully examined this map and the required digital submissions and to the best of my knowledge and belief find it conforms with the provisions of the municipal ordinances and requirements applicable thereto.* There shall also be provided a line for the municipal or board engineer's signature and professional seal

SECTION 2 - REPEALER: This ordinance supersedes any ordinances, sections or portion(s) of the Land Use or any other Township ordinance inconsistent herewith and any such inconsistent ordinance or parts thereof are hereby repealed in their entirety.

SECTION 3 - SEVERABILITY: Each section, subsection, sentence, clause and phrase of this article is declared to be an independent section, subsection, clause and phrase, and the finding or holding of any such portion of this article to be unconstitutional, void or ineffective for any cause, or reason, shall not affect any other portion of this article.

SECTION 4 - EFFECTIVE DATE: This ordinance shall take effect immediately upon final passage and publication in accordance with the law and upon filing with the Hunterdon County Planning Board.

BILL LIST:

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

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Motion Carried

ENGINEER'S REPORT:

The Township Committee reviewed the following Engineer Report prepared by Twp. Engineer Decker:

Meetings Attended:

October 19, 2017

Land Use Board Meeting

Municipal Projects:

Park footbridge replacement

Shop drawings of the footbridge have been

Schoolhouse Road

reviewed, approved and submission to building department.

Potential widening road from 18 feet to 22 feet and installation of stormwater collection system. NJDEP permits required as project is within the 300' riparian zone with potential wetlands. VCEA to prepare proposal for survey and design Application for aid submitted to NJDOT for improvements to Mount Salem Road on October 4, 2017.

2018 Municipal Aid

Active Site/Subdivision Construction Projects

Pond View Subdivision

A letter recommending release of the Performance Guarantee and request for the 2 year Maintenance Guarantee was issued on October 6, 2017. Release is subject to resolution approval

Alexandria Estates

Former site of construction trailer has been inspected. Recommendation for release of bond is forthcoming.

Sky Manor Airpark

Copies of the latest subdivision plans and reports have been obtained from the Township files. Performance bond assignment change is under attorney review.

Active & Prospective Board Applications

Hemingway Estates

Lot line adjustment for previously subdivided tract. Scheduled for a public hearing at the November 16, 2017 Land Use Board meeting. Review for resolution compliance.

Cole Subdivision

Miscellaneous

NJDEP Stormwater Management

New NJDEP Stormwater Management reporting requirements will go into effect January 2018 requiring annual maintenance reporting for stormwater management basins and an additional 2 educational points for a total of 12 points.

Delaware River Tubing

Pursuant to the Site Plan Resolution of Approval, all temporary traffic measures are to be removed and stored to the rear of the property upon conclusion of the seasonal operations. According to the DRT website operations have ceased for the season. The site should be inspected for compliance soon after.

Underground Fire Tank	VCEA to prepare an estimate for engineering costs to design, prepare specifications and bidding for an underground fire tank.
Digital Plan Submission Ordinance	VCEA researched model digital plan ordinances and presented at the October 19 th Land Use Board meeting. Recommended ordinance forwarded to Township Committee for consideration.
CRS Rating System	Research requirements for Alexandria to enter FEMA's Community Rating System (CRS) program.
Tax Map Revisions	VCEA is checking the status with the Tax Assessor for any updates.
Sign Ordinance Revisions	VCEA to prepare draft changes to Sign Ordinance to address minimum setback requirements.
Mott MacDonald Files	VCEA reached out to Rob O'Brien to acquire their engineering files for Alexandria. Rob is to advise as to the procedure and cost for pulling 12 boxes of files from their archives and delivery of boxes

APPROVAL OF MINUTES:

- September 13, 2017 TC Meeting
- September 13, 2017 Executive
- September 13, 2017 TC Special Meeting
- September 13, 2017 Special Executive

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve the above Township Meeting Minutes and Executive Session Meeting Minutes.

Roll Call: Aye: Garay, Abraham

Nay: None

Abstain: Pfefferle

Motion Carried

- October 11, 2017 TC Special Meeting
- October 11, 2017 Executive Session

Comm. Pfefferle made a motion, seconded by Comm. Garay to approve the above Township Meeting Minutes and Executive Session Meeting Minutes.

Roll Call: Aye: Garay, Abraham

Nay: None

Abstain: Pfefferle

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

Resident and Republican Municipal Chair Floyd Evans addressed issues that occurred at the Alexandria Middle School during the General Election. Mr. Evans would like the Township Committee to find a permanent location for voting at future elections. Mayor Abraham noted that electioneering is legal and that the electioneering that occurred during the general election was permitted. The New Jersey Attorney General was involved in the events that occurred at the school and determined that the electioneering was permitted. Mayor Abraham would like to see the elections continue at the school and noted that the new School Board will work with the Township. Comm. Pfefferle and Comm. Garay would like to explore other alternatives if Alexandria Middle School is not an option .

Fire Marshall Giannone noted that there has been a recall of over forty million fire extinguishers by a company called “Kiddy”. Residents can go to www.kiddy.com to get details on the recall. Mr. Giannone noted that the State has increased the life hazard registration fees by 29% and that Alexandria Township will get 65% of the fees collected.

CORRESPONDENCE/ANNOUNCEMENTS:

- Hunterdon County will be holding their last hazardous clean-up day on Saturday, November 18th from 9 AM to 1 PM at the County Route 12 Complex located at 314 Route 12.
- The Township Offices will be closed on Friday, November 10th in observance of Veteran’s Day.
- The Alexandria Township Tax Sale is scheduled for Friday, November 17th at 11:00 AM .
- Dumpster Day is scheduled for Saturday, November 18, 2017 from 8:00 AM to 10:00 AM.

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

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

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

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

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - A confidential or excluded matter under Federal or State Law or Court Rule.
 - A matter involving information that may impair the Township’s rights to receive funds from the United States Government.
 - A matter constituting an unwarranted invasion of an individual’s privacy rights.
 - Collective Bargaining Agreement or negotiation of the Agreement.
 - Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

 - Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
 - Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
 - Delaware River Tubing**
 - Clown Farm**
 - Mt. Laurel Housing**
 - 2018 Dumpster Days**
 - Matters falling within the attorney-client privilege.
 - Vath**
 - Personnel matters involving a specific employee or officer of the Township.
 - Township Committee Meetings
 - Seasonal Plow Truck Driver**
 - Township Prosecutor**
 - 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.
6. This Resolution shall take effect immediately.

Comm. Garay made a motion, seconded by Comm. Pfefferle to return to Public Session.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve the signing of the Fair Share Housing Agreement by Mayor Abraham.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Garay made a motion, seconded by Comm. Pfefferle to approve Ordinance 2017-13 on 1st Reading. **Public Hearing will be on December 13, 2017 at 7:35 PM.**

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

ORDINANCE # 2017-013 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FIXING THE SALARIES OF THE VARIOUS OFFICERS AND EMPLOYEES OF TOWNSHIP FOR THE YEAR 2017-AMENDED FOR SEASONAL SNOWPLOW OPERATOR

BE IT ORDAINED, by the Township Committee of the Township of Alexandria, in the County of Hunterdon, and State of New Jersey as follows:

SECTION 1. The schedule of salaries for the various officers and employees of the Township shall be as follows:

SALARY RANGE

TITLE		
Township Committeemen	0	10,000.00
Township Clerk	40,000.00	70,000.00
Deputy Clerk	10,000.00	20,000.00
Chief Financial Officer	25,000.00	45,000.00
Assistant to the CFO	10,000.00	20,000.00
Tax Assessor	25,000.00	40,000.00
Tax Collector	25,000.00	40,000.00
Zoning Officer	7,000.00	12,000.00
Registrar of Vital Statistics	1,000.00	3,000.00
Deputy Registrar	100.00	500.00

Percolation Test Witness	PER FEE SCHEDULE	
Land Use Secretary	20.00 Per Hour	30.00 Per Hour
Land Use Secretary	200.00 Per Meeting	300.00 Per Meeting
Land Use Administrative Stipend	200.00 Per Month	300.00 Per Month
Board of Health Secretary	1,000.00	2,500.00
Emergency Mgmt. Coordinator/911 Coordinator	2,000.00	4,000.00
Deputy Emergency Mgmt. Coordinator	400.00	900.00
Fire Prevention Official	6,000.00	10,000.00
Clerical Help	10.00 Per Hour	25.00 Per Hour
Dept. of Public Works Personnel		Per signed Contract
Recycling/Dumpster Attendant	2,000.00	6,000.00
Construction Official	30.00 Per Hour	60.00 Per Hour
Building Dept. Technical Assistant	20,000.00	35,000.00
Plumbing Sub Code Official	30.00 Per Hour	60.00 Per Hour
Electrical Sub Code Official	30.00 Per Hour	60.00 Per Hour
Electrical Inspector	30.00 Per Hour	60.00 Per Hour
Fire Code Official	30.00 Per Hour	60.00 Per Hour
Fire Sub Code Official	30.00 Per Hour	60.00 Per Hour
Municipal Court Judge **	10,000.00	50,000.00
Municipal Court Administrator **	10,000.00	90,000.00
Deputy Court Administrator **	1,000.00	15,000.00
Municipal Court Prosecutor	3,000.00	10,000.00
Public Defender	750.00	2,500.00
Court Security **	50.00	3,500.00
Clerical Assistance	10.00	25.00
Senior Working Foreman	10.00 Per Hour	\$100.00 Per Hour
Dog Warden		Per Contract
Custodial	5,000.00	10,000.00
Housing Administrator	0	5,000.00
Seasonal Snow Plow Operator	20.00 Per Hour	35.00 Per Hour
Township Administrator	10,000.00	20,000.00
Municipal Clerk Special Meetings	200.00 Per Meeting	300.00 Per Meeting

**** Year amount to be determined by actual percentage of yearly court budget**

All authorized township officials or employees of the township while on official business for the township, when a sworn voucher is approved by the Township Committee, shall be paid per IRS publication per mile for use of their own personal vehicle.

Section 2: Health benefits are paid for full-time employees with scheduled work hours over 32 hours per week, with state mandated employee contributions per N.J.S.A. Chapter 78 P.L.211

Section 3: This Ordinance shall take effect immediately upon final adoption and publication according to law.

Comm. Garay made a motion, seconded by Comm. Pfefferle to authorize Township Administrator/Clerk Bobrowski to place an ad in the newspaper for a seasonal snow plow operator for \$20.00 to \$35.00 an hour.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Garay made a motion, seconded by Comm. Pfefferle to authorize Mayor Abraham to sign the Contract for Sale of Real Estate for B-11, L-16.

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

EXECUTIVE SESSION:

The following matters were discussed in Executive Session:

- Auction of B-11, L-16

Drs. Mitchell and Feldman were the highest bidders at \$550,000.00 which comes to \$6,875.00 an acre. The Township paid \$960,000.00 for the 80.2 acre parcel. The property received \$407,044.15 from preservation in total from the SADC, County and the Township. The Township's share was \$66,108.63. The difference from the highest bid received and what the Township paid out for the property after the preservation cost share was \$2,955.95. The Township paid approx. \$69,000.00 in total for the preservation of this farm.

- Delaware River Tubing

Matter to stay in Executive Session

- Mt. Laurel Housing

Special COAH Counsel Drill advertised the settlement agreement in the Hunterdon Democrat and the Star Ledger.

- Clown Farm-299 County Road 513

Over sixty summonses have been issued so far for violations of a non-permitted use in an agriculture/residential zone and for signage that was installed without zoning approval or permits. The Court date is scheduled for December 6th.

- Vath-252 Hickory Corner Road

Property is in foreclosure and the Township has a lien on the home for a COAH loan that was granted in 2004 in the amount of \$8,000.00.

Note: Mayor Abraham recused himself during this conversation.

- Seasonal Plow Truck Driver

Township will need to amend the salary ordinance to include the position of “Seasonal Plow Truck Driver”. The salary range for the ordinance will be \$20.00 to \$35.00 an hour.

- Township Prosecutor/Court

Judge Shamey was advised at a Mayor’s meeting that the court budget needs to be submitted at the beginning of the year prior to budget talks. Three individuals were interviewed for the position of Court Administrator. The Vicinage will make a determination as to who will be hired to replace Barbara Lingsch who is retiring at the end of the year.

Mayor Abraham noted that the Court offices would like move to Frenchtown. The lease would be for five years at \$1,000.00 a month including utilities. Alexandria Township pays for 41% of the Court budget. Mayor Abraham advised Holland Twp. Mayor Bush that he would like to re-open the court contract so that all three towns pay equally for the Court.

- 2018 Dumpster Days

Premier Disposal does not recommend a town wide clean-up day as the town is too big and would be cost prohibitive. The Township can reduce dumpster day to one time a year at approximately \$11,000.00. Currently, the Township Committee pays \$17,000.00 a year to have dumpster day once month. The Township Committee will continue having dumpster day on the third Saturday of each month. Residents will continue to have two dumpster passes and three brush passes.

MOTION TO ADJOURN

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

Roll Call: Aye: Garay, Abraham, Pfefferle

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:46 PM.

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

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of November 8, 2017 and certify that said Minutes were approved unanimously by the Township Committee on the 13th day of December 2017.

Paul Abraham, Mayor

Dated: _____