

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING  
MINUTES  
NOVEMBER 20, 2018**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the  
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 7:35 PM.**

**ROLL CALL:**

**PRESENT:** Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, Township Attorney Dragan, Township Engineer Decker

**ABSENT:** None

**FLAG SALUTE:**

Mayor Garay led the flag salute.

**TOWNSHIP COMMITTEE OVERSIGHT REPORTS:**

**Environmental Commission (EC)/Personnel-Mayor Garay**

EC Member Jackie Freedman reported that the EC is working on getting dates for stream clean up and well water testing for the Township newsletter.

**Aging Coordinator Report/Mayor Garay:**

Mayor Garay noted that the Senior Group has been having two meetings a month. The group is getting larger and members are quite active.

**Finance Update/Comm. Pfefferle:**

Comm. Pfefferle noted that the Finance Department is starting to get budget material together.

**DPW/Park & Rec-Comm. Kiernan:**

Comm. Kiernan noted that Park/Rec has approved another Eagle Scout Project in the park. Eagle Scout Kevin Burns is planning a memorial garden around the flag pole with low maintenance shrubbery, a bench and a possible shade tree.

Comm. Kiernan read the following report prepared by DPW Foreman Griffith:

**Park Maintenance and Walking Trail Bridge:**

Grass Mowing            28 Hrs.

Garbage and Recycling 4 Hrs.

Walking Trail Bridge   93 Hrs.

**Asphalt Program for 2018**

Oak Lane- completed

Alexandria Drive-completed

Manor Way- completed

Farmhouse Road-completed

Melita Road- completed

Started plastering drainage inlets on Melita Road and Farmhouse Road- Conditions are too wet to continue work will be scheduled for next year.

**95% of roadside mowing has been completed**

**Tree Maintenance / Cleanup-** Oak Tree on Sweet Hollow Rd.

**Installed a French Drain on Senator Stout Rd.**

65' of 4" PVC sch. 40 pipe, tied into a drainage inlet

**Hauled 700 tons of Asphalt Millings to Warren Paving for disposal****Equipment Maintenance is on going****Converted the dump trucks from summer duties to winter duties****Winter Storms:**

Nov. 15; Snow, Sleet and Freezing Rain 6" to 8"

Nov. 16; Sleet and Snow 2" to 3"

**PUBLIC COMMENT FOR AGENDA RELATED MATTERS ONLY:**

None

**PRESENTATION BY MICHAEL HEFFLER- "Greening the Pipeline"**

Michael Heffler spoke to the Township Committee on aggregation which is a program available to towns to bundle the electric rate that ratepayers pay. Aggregation has been used in the past to lower an electric rate. Mr. Heffler would like to see surrounding towns bundle the electric rate by increasing the percentages of renewables, decrease the percentage of natural gas, and reduce the need of new pipelines like the Penn East pipeline that is being proposed. The Township would need to hire a firm that specializes in aggregation if the Township did decide to move forward with this type of program. The Township Committee requested that Mr. Heffler reach out to them after West Amwell and Lambertville conduct their joint bid opening in late November to see if any renewable companies submitted bids and to see the cost savings to taxpayers in these two towns.

**OLD BUSINESS:**

- Penn East Update

No Update

- Social Media Policy

The Township Committee reviewed the Social Media Policy prepared by Township Administrator/Clerk Bobrowski. A resolution will be prepared for the December 12, 2018 meeting to move forward with the policy.

**NEW BUSINESS:**

- Best Practices

The Township Committee reviewed the Best Practices report prepared by CFO Steinberg and Township Administrator/Clerk Bobrowski.

- ROW Inquiry for Farmland Preservation Action

Peacefield Farms

County Road 513-Block 10, Lots 15A, B, C, D

The Township Committee reviewed a right of way inquiry dated October 23, 2018 from the Hunterdon County Agriculture Board. Township Engineer Decker noted that a right of way will be needed from Whitehall Road. There currently is a 33 foot right of way on the road frontage of Whitehall Road which is the full right of way. It is measured 16 ½ feet from the center of the road. The County would need to widen their side of the road an additional 8 ½ feet from the center line for a total half width of 25 feet.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan authorizing Mayor Garay to sign the Right of Way Preservation Action from the Hunterdon County Agriculture Board upon Twp. Engineer Decker's discussion with the County regarding any additional right of ways that maybe needed.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

- Resolution 2018-110 Appropriation Transfer for 2018

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-0110.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**RESOLUTION 2018-110 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR 2018 APPROPRIATIONS TRANSFERS**

**WHEREAS**, various 2018 bills have been presented for payment in the calendar year of 2018, which represent obligations of the fiscal year 2018 and insufficient balances exist in the appropriate budget accounts to cover the cost of these charges and / or anticipated costs prior to year end, and

**WHEREAS**, excess fund balances exist in other budget accounts in the 2018 Budget in the last two months of the calendar year of 2018; and

**WHEREAS**, IT IS THE RECOMMENDATION OF THE Chief Financial Officer that transfer be made to cover the expenses and needs of various areas of operation, and

**WHEREAS**, N.J.S. 40A:4-58 allows transfers to be made from unexpended balances to those which are expected to be insufficient during the last two months of the fiscal 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 as follows:

		<u>FROM</u>	<u>TO</u>
Revenue Administration	S&W	2,000.00	
Emp Group Insurance	O/E	12,500.00	
Municipal Clerk	S&W		5,000.00
Audit Services	O/E		1,000.00
COAH	O/E		5,000.00
Buildings & Grounds	O/E		1,500.00
DCRP –Employers Share	O/E		1,000.00
Street Lighting	O/E		1,000.00
		<u>14,500.00</u>	<u>14,500.00</u>

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

- Resolution 2018-111 Governor’s Council on Alcoholism and Drug Abuse Fiscal Grant Cycle July 2014-June 2020.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2018-0111.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**RESOLUTION 2018-111 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR THE GOVERNOR’S COUNCIL ON ALCOHOLISM AND DRUG ABUSE FISCAL GRANT CYCLE JULY 2014-JUNE 2020**

**WHEREAS**, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

**WHEREAS**, The Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

**WHEREAS**, the Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

**WHEREAS**, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Hunterdon;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Alexandria, County of Hunterdon, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Delaware Valley Municipal Alliance grant for fiscal year 2020 in the amount of:

DEDR	\$ <u>20,777.00</u>
Cash Match	\$ <u>5,194.25</u>
In-Kind	\$ <u>15,582.75</u>

2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.
3. The Township Committee further acknowledges that the Hunterdon County Educational Services Commission shall act as Fiscal Agent to all Hunterdon County Municipal Alliance Consortiums to provide a streamlined process for the reimbursement of expenditures.

- Approval of Township Offices Closing Early on Christmas Eve  
Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the municipal offices to close as 12 Noon on Christmas Eve, December 24, 2018.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

#### **ENGINEER'S REPORT:**

Township Engineer Tom Decker was present and discussed the following from his report dated November 20, 2018:

- 1.) Comm. Pfefferle requested Twp. Eng. Decker to follow up on the New Jersey Department of Environmental Protection (NJDEP) application and design costs associated with piping approximately 100 feet of an existing roadside ditch on Schoolhouse Road. The total cost of work determined is \$35,000.00. Twp. Eng. Decker noted that the original concern with the ditch was safety and there were no drainage concerns. A recommendation of a guardrail adjacent to the ditch was made by Twp. Eng. Decker if safety is the only concern. The cost for a guardrail through the Morris County Co-op is approximately \$20,000.00.
- 2.) Drainage improvements on Mt. Salem Road have been completed and the base course pavement was applied today. The top course is scheduled for tomorrow, November 21<sup>st</sup> weather permitting. Topsoil and seeding of the shoulders of the road will follow after road striping is applied the week of November 26<sup>th</sup>.
- 3.) A grant application was submitted for Schaaf Road to the NJDOT on October 4, 2018. Grant awards will be announced sometime in the beginning of the year.
- 4.) Stormwater Management actions are to be completed by December 31, 2018 as per Twp. Eng. Decker's memo on April 6, 2018. The Township needs to identify stormwater areas and send notification out to the responsible parties requesting their maintenance reports.

#### **APPROVAL OF MINUTES:**

- October 10, 2018 TC Meeting
- October 10, 2018 Executive Session
- October 17, 2018 Budget Meeting
- October 29, 2018 Special Meeting
- October 29, 2018 Executive Session

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the above meeting minutes.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

**PUBLIC COMMENT ON GENERAL MATTERS:**

Township Resident Bill Fritsche noted that a catch basin is collapsing on Airport Road. DPW Foreman Griffith was notified. Comm. Kiernan will follow up with DPW Foreman Griffith on the matter.

**CORRESPONDENCE/ANNOUNCEMENTS:**

- PSE&G Up Coming Vegetation Management Work for 2019:

6/3-6/4 Stamets Road  
6/4-7/1 Everittstown Road  
7/1-7/2 Everittstown Road  
7/2-7/3 Schoolhouse Road  
7/3-7/4 Schoolhouse Road  
7/4-7/5 Schoolhouse Road  
7/5-8/1 Schoolhouse Road  
8/1-8/2 Schoolhouse Road  
8/2-8/3 Schoolhouse Road  
8/3-8/4 Schoolhouse Road  
8/4-8/5 Nielson Corner Road  
8/5-9/1 Nielson Corner Road  
9/1-9/2 Pittstown Road  
9/2-9/3 Pittstown Road  
9/3-9/4 Pittstown Road  
9/4-9/5 Everittstown Road & Pittstown Road  
9/5-10/1 Everittstown Road & Pittstown Road  
10/1-10/2 Everittstown Road & Pittstown Road  
10/2-10/3 Everittstown Road & Pittstown Road  
10/3-10/4 Pittstown Road  
10/4-11/1 Pittstown Road  
11/1-11/2 Airport Road & Pittstown Road

- JCP&L will begin performing line clearance tree trimming in Alexandria Township on or around January 2, 2019. The work will include the routine trimming of limbs to provide 4 years of clearance from electric wires, selective removal of limbs overhanging the electric conductors and removal of hazard trees that pose an imminent risk to electric facilities. All tree removals are performed in accordance with JCP&L's easement rights or otherwise with the written consent of the property owner. The roads that will be impacted are:

Benjamin Court  
Route 519  
Route 579  
Farmhouse Road  
Goritz Road  
Hartley Court  
Hartpence Road

Hickory Corner Road  
Little York-Mt. Pleasant Road  
Lt. Hooper Road  
Melita Road  
Myler Road  
Rick Road  
Route 614  
Schaaf Road  
Schick Road  
Schoolhouse Road  
Sweethollow Road  
Woolf Road

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. **(Time 9:15 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 Request for Proposal for Surveys**

\_\_\_ 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.

**Delaware River Tubing  
Penn East Pipeline Co. LLC v. Kroese, et. al.**

Matters falling within the attorney-client privilege.  
**NJ Clown Farm  
Shared Service  
Joint Court  
Kingwood Fire/OEM**

Personnel matters involving a specific employee or officer of the Township.  
**Township Administrator/Clerk  
Bryan Courter Salary Change Request  
Seasonal Help Inquiry**

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. Kiernan made a motion, seconded by Comm. Pfefferle to return to Public Session **(9:51 PM)**.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the November 20, 2018 bill list.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to accept the Request for Proposal for surveying the Miller Farm, B-9, L-10/B-10, L-74 to Bohren and Bohren in the amount of \$7,900.00.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Township Administrator/Clerk Bobrowski advised the Township Committee that she has received a quote from one vendor so far pertaining to updating the phone system at the municipal offices. Two other phone vendors have been contacted and dates have been scheduled for them to come to the municipal offices and look at our current system and to discuss our needs. Comm. Kiernan noted that the new DPW Garage does not have a phone line and cell service is not available possibly due to the material that was used to construct the building.

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

- Kingwood Fire/EMS

OEM Coordinator Harding discussed coverage concerns pertaining to Kingwood EMS. A list of missed calls was provided to the Township Committee. The matter will be placed on the December 12, 2018 agenda for discussion.

- Delaware River Tubing

No Update

- Clown Farm

Court date is set for December 5<sup>th</sup> at 1:00 PM for non-compliance of a court order and summonses issued this past October. So far, 36 summonses from this season have been issued.

- Joint Court

No Update

- Penn East

No Update

- Shared Service

No Update

- Michele Bobrowski, Township Administrator

Matter to stay in Executive Session

- Bryan Courter Salary Change Request

Request has been tabled until the December 12, 2018 meeting.

- Miller Farm B-9, L-10/B-10, L-74 Request for Proposal for Surveys

Three quotes were received:

Bohren & Bohren \$7,900.00

Dave Newton \$ 15, 150.00

Van Cleef \$ 12,500.00

- Season Help Inquiry

An application was received for Snow Plow Operator. Road Chair Kiernan will meet with Asst. Foreman Heiser to interview the candidate for the position.

**MOTION TO ADJOURN**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 10:16 PM.

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

**Nay: None**

**Abstain: None**

**Motion Carried**

Meeting Adjourned at 10:16 PM.

**Respectfully Submitted:**

**Michele Bobrowski, RMC**

**Township Clerk**

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of November 20, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 12<sup>th</sup> day of December.

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Michelle Garay, Mayor