

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING**  
**AGENDA**  
**October 14, 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 October 14, 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 7:35 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.

**ROLL CALL:** Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Attorney Dragan

**FLAG SALUTE:**

**PROCLAMATION:**

Knock Out Opioid Abuse Day October 6, 2020

**OLD BUSINESS:**

- Barn Roof Grant
- Ordinance 2020-3 Repealing Chapter 14 of the Code of the Township of Alexandria, County of Hunterdon and State of NJ Entitled "Court, Joint Municipal" and Establishing New Chapter 14 Entitled "Municipal Court"-**2<sup>nd</sup> Reading**
- Ordinance 2020-4 To Provide for the Acceptance of the Right-of-Way Easement Over a Portion of B-15, L-10 (Proposed Lot 10.03) for Public Roadway Purposes in the Township of Alexandria, County of Hunterdon and State of New Jersey from Janssen Pharmaceuticals Inc. and/or Peacefield Management Group, LLC. – **2<sup>nd</sup> Reading**

**NEW BUSINESS:**

- Ordinance 2020-3 Repealing Chapter 14 of the Code of the Township of Alexandria, County of Hunterdon and State of NJ **AMENDING** Entitled “Court, Joint Municipal” and Establishing New Chapter 14 Entitled “Municipal Court”-**1st Reading**
- Ordinance 2020-5 Entitled “Special Event License Ordinance” and Establishing Local Licensing Procedures and Requirements for Commercial Agri-Tourism Special Events Including Definitions, Notification Requirements, Requirements for Control of Traffic and parking, Buffering, Lighting, Noise, Signs, and Requirements to prevent Nuisance Conditions and Including Provisions for Appeals-**1st Reading**
- Adoption of 2021 Stormwater Management Amendment/Ordinance

**CONSENT AGENDA:**

All items listed with an asterisk on the agenda “\*” are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

- Resolution 2020-0109 Certification of the Annual Audit
- Resolution 2020-110 Road Material for Brookhill Road
- Resolution 2020-111 Awarding Contract for the Purchase of Rock Salt for the 2020/2021 Season
- Resolution 2020-112 Amending Professional Contract Service Award to Township Attorney Sharon Dragan, Esq.
- Resolution 2020-113 Line Stripping Material on Various Roads Throughout the Township

**ENGINEER’S REPORT:****APPROVAL OF MINUTES:**

- August 12, 2020 Township Committee
- August 12, 2020 Executive Session
- September 9, 2020 Township Committee
- September 9, 2020 Township Executive
- September 23, Township Committee

- September 23, 2020 Executive Session

**BILL LIST:**

**PUBLIC COMMENT ON GENERAL MATTERS:**

**CORRESPONDENCE/ANNOUNCEMENTS:**

- The Township of Alexandria announces the sale of 2019 and prior year delinquent taxes and other municipal charges through an online auction on November 20, 2020 at 8:30 AM. For a listing of parcels, delinquencies, and costs, along with bidding instructions, please visit <http://alexandria.newjerseytaxsale.com>
- Hunterdon County Bridge A-52 located on County Route 519 (Mt. Pleasant) over the Harihokake Creek in the Township of Alexandria is scheduled for reconstruction. Colonnelli Brothers Inc, will be the Contractor for this project. Road closure began on **Monday October 5, 2020** and will be closed for approximately 3 months. A detour is posted.
- **Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION:**

**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.

X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.  
**Delaware River Tubing**  
**Personnel Complaint**

X Matters falling within the attorney-client privilege.  
**Beneduce Vineyards**

X Personnel matters involving a specific employee or officer of the Township.  
**Al Steinberg**

\_\_\_ 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.

---

**MOTION TO ADJOURN**

Office of the Mayor

# Proclamation

Knock Out Opioid Abuse Day  
October 6, 2020

**WHEREAS**, New Jersey is in the midst of a life-threatening opioid abuse epidemic; and

**WHEREAS**, the Partnership for a Drug-Free New Jersey has designated October 6, 2020, as Knock Out Opioid Abuse Day – an initiative with a dual purpose: to raise awareness of the potential for dependency on prescribed pain medicine and its link to heroin use rates in our state, reduce stigma of addiction and shine a light on the need for recovery support, and communicate to physicians information on safer prescribing messages found in the Centers for Disease Control and Prevention guidelines for prescribing opioids, which include considering other therapies, setting realistic treatment goals with patients and discussing with patients the positives and negatives of opioids; and

**WHEREAS**, the State Senate and General Assembly jointly resolved that October 6 shall be permanently designated as Knock Out Opioid Abuse Day in New Jersey in order to raise awareness about the dangers of, and the link between, opioid abuse and heroin addiction and to educate health care providers, community leaders, state lawmakers and members of the public about the opioid abuse epidemic and its effects throughout the State of New Jersey and across the country; and

**WHEREAS**, HCYC (Hunterdon County Youth Coalition) supports initiatives designed to raise awareness about opioid abuse in New Jersey and take steps to prevent addiction;

**THEREFORE, BE IT RESOLVED**, that October 6, 2020, be recognized as Knock Out Opioid Abuse Day in Alexandria Township.

---

Gabriel C. Plumer, Mayor

**AN ORDINANCE REPEALING CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY ENTITLED "COURT, JOINT MUNICIPAL" AND ESTABLISHING NEW CHAPTER 14 ENTITLED "MUNICIPAL COURT"**

***Ordinance # 2020-3***

**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 14 of the Code of the Township of Alexandria entitled "Court, Joint Municipal" is hereby repealed in its entirety.

**SECTION 2.** Pursuant to the Interlocal Services Act, *N.J.S.A. 40:8A-1* and *N.J.S.A. 2B:12-1c*, the Mayor, on behalf of the Township Committee, is hereby authorized to enter into a shared services agreement to provide jointly for courtrooms, chambers, equipment, supplies and employees for the municipal court of the Township of Alexandria and another municipality, and to agree to appoint the same persons as judges and administrators without establishing a joint municipal court. Where the municipal courts of Alexandria Township and another municipality share facilities in this manner, the identities of the individual courts shall continue to be expressed in the captions of orders and process. Pursuant to *N.J.S.A. 2B:12-1.d*, said interlocal agreement may be terminated as provided in the agreement.

**SECTION 3.** There is hereby established a new Chapter 14 entitled "Municipal Court" of the Code of the Township of Alexandria to read as follows:

**CHAPTER 14 - MUNICIPAL COURT**

**14-1.** Court established.

The Municipal Court is hereby created and established pursuant to *N.J.S.A. 2B:12-1, et seq.*, and by Rule 7:1, *et seq.* The Municipal Court shall be presided over by the Judge of the Municipal Court.

**14-2.** Name.

The name of the Municipal Court shall be the "Municipal Court of the Township of Alexandria in the County of Hunterdon."

**14-3.** Seal.

The Municipal Court shall have an official seal which shall bear the impress of the name of the Court.

**14-4.** Judges; appointment; term.

There shall be one Judge of the Municipal Court, who shall be appointed by the Township Committee for

a term of three years from the date of appointment and until their successors are appointed and qualified.

#### 14-5. Temporary Acting Judge.

In the event that the Judge of the Municipal Court is unable to perform his/her duties, due to either illness, absence or physical and/or mental disability, the Court Administrator shall select a Municipal Court Judge from a list established by the Assignment Judge to serve as a Temporary Acting Judge of the Municipal Court during the period of incapacity of the Judge.

#### 14-6. Compensation of Judges.

A. The Judge of the Municipal Court shall receive compensation as determined and adopted by Ordinance of the Township Committee. The salary shall be paid in the same manner as the salaries of other municipal officers are paid and shall be lieu of all fees, costs and any other allowances whatsoever.

B. The compensation of an acting judge, assigned in accordance with Sub-section 14-4, shall be at the rate of \$300 per session.

#### 14-7. Compensation of additional court sessions for driving- while- intoxicated matters.

A. The Judge and Prosecutor who are assigned to an additional Court session for the handling of driving while intoxicated matters shall receive compensation for the additional Court session from funds to be paid out of the Alcohol Education and Rehabilitation Fund of the State of New Jersey:

1. Judge: \$300
2. Prosecutor: \$250

B. All requests for disbursement of Alcohol Education and Rehabilitation Fund monies shall be approved by the Assignment Judge.

#### 14-8 Jurisdiction; powers and duties.

The Municipal Court and the Municipal Judges thereof shall have, possess, and exercise all the functions, powers, duties and jurisdiction which are or may be conferred by general law and the applicable rules of the Supreme Court of New Jersey.

#### 14-9 Court Administrator; appointment; term.

There shall be a Municipal Court Administrator who shall be appointed by the Township Committee. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey and by the Judge of the Municipal Court (N.J.S.A. 2B:12-10, et seq.).

#### 14-10 Public Defender; appointment; term.

There shall be a Municipal Court Public Defender who shall be appointed by the Township

Committee for a term of one year. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey (N.J.S.A 2B-24-1, et seq.). In the event that the Municipal Defender is unavailable or unable to represent one or more individuals, the Township Committee may appoint one or more attorneys to serve as Alternate Municipal Public Defender, or as otherwise provided by the applicable shared service agreement. Compensation for any Alternate Municipal Public Defender shall be as provided by the shared service agreement with the shared municipal court.

#### 14-11 Prosecutor; appointment; term.

There shall be a Municipal Court Prosecutor who shall be appointed by the Township Committee for a term of one year. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey (N.J.S.A 2B:25-1 et seq). In the event that the Municipal Prosecutor is unavailable or unable to represent one or more individuals, the Township Committee may appoint one or more attorneys to serve as Alternate Municipal Prosecutor, or as otherwise provided by the applicable shared service agreement. Compensation for any Alternate Municipal Prosecutor shall be as provided by the shared services agreement with the shared municipal court.

#### 14-10. Sessions

The Municipal Court shall be held at the Raritan Township Municipal Court Building or other agreed-upon location per the applicable shared services agreement. The Municipal Judges shall sit at such times as the business of the Court may require, subject to the rules of the New Jersey Supreme Court applicable to municipal courts.

**SECTION 10.** This ordinance supersedes and repeals any ordinances, sections or portion(s) of the Alexandria Township Code or any other Township ordinance or portion of the Code to the extent they are inconsistent herewith.

**SECTION 11.** All other language contained in the Alexandria Township Code not specifically changed by this ordinance amendment shall remain in full force and effect.

**SECTION 12.** If the provision of any article, section, subsection, paragraph, subdivision or clause of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such order or judgment shall not affect, impair or invalidate the remainder of any such article, section, subsection, paragraph, subdivision or clause and, to this end, the provisions of this ordinance are hereby declared to be severable.

**SECTION 13.** The sections, subsections and provisions of this Ordinance may be renumbered as necessary or practical for codification purposes.

**SECTION 14** This ordinance shall take effect immediately upon:

- a. Its final adoption and publication in accordance with law,
- b. Approval of the Municipal Court by the Administrative Office of the Courts and the Vicinage

Assignment Judge;

c. January 1, 2021.

ATTEST:

THE TOWNSHIP OF ALEXANDRIA

\_\_\_\_\_  
Michele Bobrowski, RMC, Twp. Clerk

By: \_\_\_\_\_  
GABRIEL PLUMER, Mayor

First Reading: 9/9/2020

Published on: 9/17/2020

Second reading: \_\_\_\_\_

Published on: \_\_\_\_\_

Published by:

Title:

I hereby certify that the attached ordinance is a true and correct copy of an ordinance entitled **AN ORDINANCE REPEALING CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF ALEXANDRIA , COUNTY OF HUNTERDON AND STATE OF NEW JERSEY ENTITLED "COURT, JOINT MUNICIPAL" AND ESTABLISHING A NEW CHAPTER ENTITLED "MUNICIPAL COURT"** which was introduced at the meeting of the Alexandria Twp. Committee on \_\_\_\_\_, 2020 and adopted at the meeting of the Alexandria Twp. Committee on \_\_\_\_\_, 2020

\_\_\_\_\_  
Michele Bobrowski, CMC, Municipal Clerk

NOTICE OF INTRODUCTION

PLEASE TAKE NOTICE that the following Ordinance was introduced on first reading by the Alexandria Township Committee at a regular meeting held on 2020. The Ordinance was then ordered to be published according to law. Notice is hereby given that said Ordinance will be considered for final adoption, following a public hearing at a regular meeting of the Committee to be held on \_\_\_\_\_, 2020 beginning at at the Alexandria Township Municipal Building, 242 Little York-Mt. Pleasant Road, Milford, New Jersey. At that time, all interested citizens will be given an opportunity to be heard.

\_\_\_\_\_  
Michele Bobrowski, CMC, Twp. Clerk

**AN ORDINANCE TO PROVIDE FOR THE ACCEPTANCE OF A RIGHT-OF-WAY EASEMENT OVER A PORTION OF BLOCK 15, LOT 10 (PROPOSED LOT 10.03) FOR PUBLIC ROADWAY PURPOSES IN THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY FROM JANSSEN PHARMACEUTICALS INC. AND/OR PEACEFIELD MANAGEMENT GROUP, LLC**

**Ordinance # 2020-4**

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

**SECTION 1.** In accordance with N.J.S.A. 40A: 12-4 and 5, et seq., the Township of Alexandria hereby accepts as public, a 1.460+/- ac. portion of property, being 8.5' wide which has been dedicated to the Township by Janssen Pharmaceuticals, Inc. or its successor in right, title and interest, Peacefield Management Group, LLC as contained in the Right of Way Easement which is on file in the office of the Alexandria Township Clerk, at the Alexandria Township Municipal Building, 252 Little York-Mt Pleasant Road, Milford, N.J. Acceptance of this Right of Way Easement is being made on the recommendation of the Township Engineer, who has cited a public need for this acquisition. The additional 8.5' wide right-of-way will provide for a total width of 25' from the centerline of Whitehall Road along a portion of Block 15, Lot 10 (proposed to become Lot 10.03 after agricultural division). The conveyance is being made as part Hunterdon County's acquisition of the agricultural development rights on Block 15, Lot 10 to which Alexandria Township is providing a cost share under the County's Planning Incentive Grant program.

**SECTION 2.** The Township acknowledges receipt of the aforementioned Right of Way Easement conveying the property, together with an executed Affidavit of Title and the Mayor, Deputy Mayor, Township Administrator/Clerk and Township Attorney are hereby authorized to take all steps and sign all documentation which may be necessary to effectuate such right of way acceptance.

**SECTION 3.** If the provision of any article, section, subsection, paragraph, subdivision or clause of this Ordinance shall be judged invalid by any Court of competent jurisdiction, such Order or Judgment shall not affect or invalidate the remainder of any such article, section, subsection, paragraph or clause and, to this end, the provisions of this Ordinance are hereby declared to be severable.

**SECTION 4.** This ordinance shall take effect immediately upon final adoption and publication according to law, and upon the recording of a certified copy of this Ordinance in the Hunterdon County Clerk's Office, along with the Easement document.

**ATTEST:**

---

MICHELE BOBROWSKI, Township Clerk

---

GABRIEL C. PLUMER, Mayor

**AN ORDINANCE REPEALING CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON AND STATE OF NEW JERSEY ENTITLED "COURT, JOINT MUNICIPAL" AND ESTABLISHING NEW CHAPTER 14 ENTITLED "MUNICIPAL COURT"**

***Ordinance # 2020-3***

**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 14 of the Code of the Township of Alexandria entitled "Court, Joint Municipal" is hereby repealed in its entirety.

**SECTION 2.** Pursuant to the Interlocal Services Act, *N.J.S.A. 40:8A-1* and *N.J.S.A. 2B:12-1c*, the Mayor, on behalf of the Township Committee, is hereby authorized to enter into a shared services agreement to provide jointly for courtrooms, chambers, equipment, supplies and employees for the municipal court of the Township of Alexandria and another municipality, and to agree to appoint the same persons as judges and administrators without establishing a joint municipal court. Where the municipal courts of Alexandria Township and another municipality share facilities in this manner, the identities of the individual courts shall continue to be expressed in the captions of orders and process. Pursuant to *N.J.S.A. 2B:12-1.d*, said interlocal agreement may be terminated as provided in the agreement.

**SECTION 3.** There is hereby established a new Chapter 14 entitled "Municipal Court" of the Code of the Township of Alexandria to read as follows:

**CHAPTER 14 - MUNICIPAL COURT**

**14-1. Court established.**

The Municipal Court is hereby created and established pursuant to *N.J.S.A. 2B:12-1, et seq.*, and by Rule 7:1, et seq. The Municipal Court shall be presided over by the Judge of the Municipal Court.

**14-2. Name.**

The name of the Municipal Court shall be the "Municipal Court of the Township of Alexandria in the County of Hunterdon."

**14-3. Seal.**

The Municipal Court shall have an official seal which shall bear the impress of the name of the Court.

**14-4. Judges; appointment; term.**

There shall be one Judge of the Municipal Court, who shall be appointed by the Township Committee for

a term of three years from the date of appointment and until their successors are appointed and qualified.

14-5. Temporary Acting Judge.

In the event that the Judge of the Municipal Court is unable to perform his/her duties, due to either illness, absence or physical and/or mental disability, the Court Administrator shall select a Municipal Court Judge from a list established by the Assignment Judge to serve as a Temporary Acting Judge of the Municipal Court during the period of incapacity of the Judge.

14-6. Compensation of Judges.

A. The Judge of the Municipal Court shall receive compensation as determined and adopted by Ordinance of the Township Committee. The salary shall be paid in the same manner as the salaries of other municipal officers are paid and shall be lieu of all fees, costs and any other allowances whatsoever.

B. The compensation of an acting judge, assigned in accordance with Sub-section 14-4, shall be at the rate of \$300 per session.

14-7. Compensation of additional court sessions for driving- while- intoxicated matters.

A. The Judge and Prosecutor who are assigned to an additional Court session for the handling of driving while intoxicated matters shall receive compensation for the additional Court session from funds to be paid out of the Alcohol Education and Rehabilitation Fund of the State of New Jersey:

1. Judge: \$300
2. Prosecutor: \$250

B. All requests for disbursement of Alcohol Education and Rehabilitation Fund monies shall be approved by the Assignment Judge.

14-8 Jurisdiction; powers and duties.

The Municipal Court and the Municipal Judges thereof shall have, possess, and exercise all the functions, powers, duties and jurisdiction which are or may be conferred by general law and the applicable rules of the Supreme Court of New Jersey.

14-9 Court Administrator; appointment; term.

There shall be a Municipal Court Administrator who shall be appointed by the Township Committee. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey and by the Judge of the Municipal Court (N.J.S.A. 2B:12-10, et seq.).

14-10 Public Defender; appointment; term.

There shall be a Municipal Court Public Defender who shall be appointed by the Township

Committee for a term of one year. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey (N.J.S.A 2B-24-1, et seq.). In the event that the Municipal Defender is unavailable or unable to represent one or more individuals, the Township Committee may appoint one or more attorneys to serve as Alternate Municipal Public Defender, or as otherwise provided by the applicable shared service agreement. Compensation for any Alternate Municipal Public Defender shall be as provided by the shared service agreement with the shared municipal court.

14-11 Prosecutor; appointment; term.

There shall be a Municipal Court Prosecutor who shall be appointed by the Township Committee for a term of one year. They shall perform such functions and duties as shall be prescribed by law, the rules applicable to Municipal Courts of the State of New Jersey (N.J.S.A 2B:25-1 et seq). In the event that the Municipal Prosecutor is unavailable or unable to represent one or more individuals, the Township Committee may appoint one or more attorneys to serve as Alternate Municipal Prosecutor, or as otherwise provided by the applicable shared service agreement. Compensation for any Alternate Municipal Prosecutor shall be as provided by the shared services agreement with the shared municipal court.

14-10. Sessions

The Municipal Court shall be held at the Raritan Township Municipal Court Building or other agreed-upon location per the applicable shared services agreement. The Municipal Judges shall sit at such times as the business of the Court may require, subject to the rules of the New Jersey Supreme Court applicable to municipal courts.

**SECTION 10.** This ordinance supersedes and repeals any ordinances, sections or portion(s) of the Alexandria Township Code or any other Township ordinance or portion of the Code to the extent they are inconsistent herewith.

**SECTION 11.** All other language contained in the Alexandria Township Code not specifically changed by this ordinance amendment shall remain in full force and effect.

**SECTION 12.** If the provision of any article, section, subsection, paragraph, subdivision or clause of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such order or judgment shall not affect, impair or invalidate the remainder of any such article, section, subsection, paragraph, subdivision or clause and, to this end, the provisions of this ordinance are hereby declared to be severable.

**SECTION 13.** The sections, subsections and provisions of this Ordinance may be renumbered as necessary or practical for codification purposes.

**SECTION 14** This ordinance shall take effect immediately upon:

- a. Its final adoption and publication in accordance with law,
- b. Approval of the Municipal Court by the Administrative Office of the Courts and the Vicinage

Assignment Judge;

c. January 1, 2021.

ATTEST:

THE TOWNSHIP OF ALEXANDRIA

\_\_\_\_\_  
Michele Bobrowski, RMC, Twp. Clerk

By: \_\_\_\_\_  
GABRIEL PLUMER, Mayor

First Reading: 9/9/2020

Published on: 9/17/2020

Second reading: \_\_\_\_\_

Published on: \_\_\_\_\_

Published by:

Title:

I hereby certify that the attached ordinance is a true and correct copy of an ordinance entitled ***AN ORDINANCE REPEALING CHAPTER 14 OF THE CODE OF THE TOWNSHIP OF ALEXANDRIA , COUNTY OF HUNTERDON AND STATE OF NEW JERSEY ENTITLED "COURT, JOINT MUNICIPAL" AND ESTABLISHING A NEW CHAPTER ENTITLED "MUNICIPAL COURT"*** which was introduced at the meeting of the Alexandria Twp. Committee on \_\_\_\_\_, 2020 and adopted at the meeting of the Alexandria Twp. Committee on \_\_\_\_\_, 2020

\_\_\_\_\_  
Michele Bobrowski, CMC, Municipal Clerk

NOTICE OF INTRODUCTION

PLEASE TAKE NOTICE that the following Ordinance was introduced on first reading by the Alexandria Township Committee at a regular meeting held on 2020. The Ordinance was then ordered to be published according to law. Notice is hereby given that said Ordinance will be considered for final adoption, following a public hearing at a regular meeting of the Committee to be held on \_\_\_\_\_, 2020 beginning at at the Alexandria Township Municipal Building, 242 Little York-Mt. Pleasant Road, Milford, New Jersey. At that time, all interested citizens will be given an opportunity to be heard.

\_\_\_\_\_  
Michele Bobrowski, CMC, Twp. Clerk

# memo

## **Alexandria Township Land Use Board**

To: Michele Bobrowski – Township Clerk  
From: Leigh Gronau – Land Use Board Secretary  
CC: Phil Rochelle, David Banisch, Kara Kaczynski  
Date: September 30, 2020  
Re: Special Event Ordinance

---

Comments: Attached is the Special Event Ordinance as approved by the Alexandria Township Land Use Board on September 17, 2020 for referral to the Alexandria Township Committee. Thank you for your consideration.

**ORDINANCE No. 2020 - 5**

**AN ORDINANCE OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON ENTITLED “SPECIAL EVENT LICENSE ORDINANCE” AND ESTABLISHING LOCAL LICENSING PROCEDURES AND REQUIREMENTS FOR COMMERCIAL AGRI-TOURISM SPECIAL EVENTS INCLUDING DEFINITIONS, NOTIFICATION REQUIREMENTS, REQUIREMENTS FOR CONTROL OF TRAFFIC AND PARKING, BUFFERING, LIGHTING, NOISE, SIGNS AND REQUIREMENTS TO PREVENT NUISANCE CONDITIONS AND INCLUDING PROVISIONS FOR APPEALS**

**Section 1.** The Code of the Township of Alexandria is amended and supplemented by establishing a new Chapter 151 entitled “Special Event License”, as follows:

Chapter 151 Special Event License.

A. Purpose Statement: The purpose of this ordinance is to establish a municipal License process to permit occasional commercial, agri-tourism and farm-related special events that are not otherwise permitted by Ordinance or do not conform to the State Agricultural Development Committee (SADC) Agricultural Management Practice (AMP) for “On-Farm Direct Marketing Facilities, Activities, and Events”<sup>1</sup> as enumerated and regulated at N.J.A.C. 2:76-2A.13. The Township of Alexandria recognizes that residents and landowners may wish to supplement personal or farm income by conducting a special event on land they own. At the same time, the Township of Alexandria recognizes the need to respect residents’ entitlement and reasonable expectations to undisturbed use and enjoyment of their residential property without potential nuisances from non-residential land uses, traffic, noise, light and crowds of people. In view of the foregoing, the following Special Event licensing procedures are established for one-time, occasional, periodic or seasonal commercial, agri-tourism and farm-related special events under controlled circumstances.

There are two classes of Agri-tourism Special Event Licenses established, including a “Minor” and a “Major” Special Event License. The foregoing application procedures and requirements are established for municipal Special Event License.

B. Definitions:

“Agri-tourism” means, for the purposes of this ordinance, a commercial, civic, cultural, recreational or social activity for visitors or customers that is usually but not always conducted on farm-assessed land and is thematically oriented around, dependent upon, promotes, or

---

<sup>1</sup> Note, County Agriculture Development Board Administrator and State Agriculture Development Board staff are available to mediate Right-to-Farm conflicts. The SADC “On-Farm Direct Marketing Facilities, Activities, and Events” regulations are available at the following link:  
<https://www.nj.gov/agriculture/sadc/rtfprogram/amps/adoptedamps/onfarmdirectmarketing.html>

otherwise takes advantage of Alexandria Township’s agricultural character, rural landscape and open land assets as a component of the theme of the activity, not including overnight lodging.

“Applicant” means, for the purpose of this ordinance, an Alexandria Township resident landowner or an Alexandria Township resident that is an immediate family member of a resident landowner, or an LLC where a member of the LLC is an Alexandria Township resident.

“Commercial” means, concerned with or engaged in commerce of any sort, including charges for attendance or participation, or for the sale of goods and services.

“Complete Application” means a Special Event License application, checklist and the required fee for a Special Event License that includes the information and details required in the Special Event Ordinance for the municipality to determine that:

1. All required submissions and information is provided;
2. The application and Special Event plan conform to all performance standards for a Special Event; and
3. The public health, safety and general welfare shall be protected.

“Significant Impact” means (1) the disturbance or diversion of farm assessed land from agricultural production to conduct a Special Event, and (2) a special event that produces or results in (a) audible sound or noise that exceeds the NJDEP maximum allowable noise standards at the property line for a duration of 15 minutes or more and occurring at a frequency of more than once per day, (b) light trespass onto a residential property from traffic or site lighting that exceeds existing ambient lighting under normal conditions (non-Special Event times), (c) parking of vehicles on a public road, an off-site driveway, private property or within 50’ of a residential property line.

“Special Event” means a duly municipally-licensed agri-tourism commercial activity that is accessory, incidental and subordinate to the principle use of the property, that does not result in a significant impact on neighboring residences or in the case of a farm, on the agricultural viability of the farm, and does not result in a significant impact on the rural or residential character of Alexandria Township and that is conducted on a one-time, occasional, periodic or seasonal basis, and occurs within only one season of the year;

1. Is conducted no more frequently than three (3) consecutive days excluding preparation and clean up, and is conducted no more than 3 weeks in a row;
2. Does not involve overnight lodging, public accommodations or visitation;
3. Does not involve construction of new buildings or structures.
4. Does not involve outdoor storage, outdoor display of items for sale or signs that are visible to the public or neighbors for more than 30-days.
5. Is conducted between the hours of 9:00 am to 10:00 pm.
- ~~6. Occurs not more than 15 times per year.~~
7. Secures a municipal license in the calendar year in which it is conducted.

8. A Special Event does not include noncommercial activities, such as, but not limited to: a private party, family celebration or gathering on private property; a civic fundraising event for a school; a special event conducted by a religious organization such as a church picnic, dance, dinner, auction, or revival that is conducted on property tax class 15D exempt property, not including a carnival or fair involving electronic rides, amusements and food for sale to the public.

“Major Special Event” means a special event that involves traffic and parking of more than 25 vehicles or 50 or more attendees, customers, or visitors on site at a given time. A Major Special Event may be one event or a series of events.

“Minor Special Event” means a special event that involves traffic and parking of approximately 25 vehicles or less and/or approximately 50 or fewer attendees, customers, or visitors on site at a given time. A “Minor Special Event” does not include a Home Occupation use as defined in § 115-22 H.(1) as Home Occupation.

“Special Event License” (or “License”) means a license issued by Alexandria Township to conduct a Special Event in accordance with the definition of “Special Event” above and the licensing requirements established herein below. A Minor Special Event may be one event or a series of events.

C. Procedures:

1. An applicant may apply for and obtain a Special Event License from Alexandria Township in accordance with the application procedures set forth in this ordinance.
2. An applicant for a Special Event License shall request and attend a Pre-application Review Meeting in accordance with Subsection D. below.
3. A complete application for a special event license shall be submitted with the required application fee to the Alexandria Township Clerk at least 30-days prior to a Minor Special Event and at least 45-days prior to a Major Special Event. No administrative review of an application for a Special Event shall be conducted until the required application fee has been submitted.
4. The Alexandria Township Clerk may refer a Special Event License application to the Township Committee, Engineer, Fire Official, Director of Public Works, Zoning Officer, and/or any other municipal official or professional for review and comment relative to evaluating potential public health, safety, welfare, impacts to residents and the community and conformity with applicable law, regulations and ordinance standards for a Special Event license.
5. The Alexandria Township Clerk may issue a Minor Special Event License when presented with a complete application that includes all information and submission requirements for a Special Event License that satisfactorily addresses the requirements set forth below. In an application for a Minor Special Event License that involves noise, light or traffic impacts elevated above normal ambient conditions that may potentially impact residences nearby (e.g. within approximately 1,000’) or adjoining a site for a Minor Special Event License, the Township Clerk may refer the application to the Township Committee for review prior to the issuance or denial of the Minor Special Event License.

6. A Major Special Event License may only be issued by the Alexandria Township Committee, which at its sole discretion shall either approve or deny the application. The Township Committee may request information and recommendations from the Clerk, Engineer or other municipal officials in consideration of an application for a Special Event License.
7. A Special Event License shall include the following conditions and applicant acknowledgment as a condition of approval:
  - a. Failure to adhere to the conditions of the License or the creation of a Nuisance pursuant to Subsection F.7. below, or the conduct of activities not included in an application for a License shall establish a basis for the Township of Alexandria to revoke the License and special event land use privileges approved under the License with all on-site special event activities to be discontinued and special event improvements and appurtenant structures taken down and removed from the site.
  - b. A Special Event that results in a significant impact shall be in violation of the Special Event License ordinance and will immediately cease and desist all special event activity when ordered to do so by the Township Clerk, Engineer or Zoning Official.
    - i. The licensee shall sign an acknowledgment of these provisions prior to issuance of the Special Event License by the Township of Alexandria.
8. **Registration.** An applicant shall register with the municipality to conduct a special event. The registration shall include:
  - a. Applicant's name, address and contact information including email, cell and land line phone numbers.
  - b. Whether applicant is an Alexandria Township resident landowner, or resident family member of a resident landowner.
  - c. If the applicant is not a resident landowner, the resident family member of a resident landowner shall submit a notarized letter from the resident landowner that expressly grants permission for the Special Event to take place on their land including a description of the event and the dates for which permission is granted to conduct the special event.
9. **Appeal Risk.** This ordinance contains an appeal provision that permits an interested party to appeal the issuance of a Special Event License by submitting a notarized letter of appeal to the Township Clerk within 10-days of newspaper publication of a Notice for Special Event License or within 10-days of receipt of a Notice by certified mail. If an appeal to an application for a Special Event License is received by the Township Clerk within 10-days of newspaper publication or receipt of notice by certified mail, no license shall issue until the Township Committee reviews the appeal and decides whether a sufficient basis for denying the application for a Special Event License is established. Such bases may include but are not limited to objections to potential noise, light and traffic impacts within 200' of the Special Event property. As such, the Appeal provisions of this ordinance pose a risk to the applicant's planning and actual conduct of a Special Event when applying for a license.

10. Expiration. A Special Event License shall expire in the calendar year that it is issued.
11. Renewal. Alexandria Township shall have no obligation to renew a Special Event license in a subsequent calendar year.
  - a. A Special Event License for a Minor or Major Special Event that has been previously issued by Alexandria Township may be renewed in a subsequent calendar year if the event remain unchanged from the prior year, there is no change in the scale, intensity or operations of the Special Event and the applicant satisfactorily complied with all conditions of the prior approval.
12. Sites that have obtained prior site plan approval. The Township Committee may, within its discretion, grant a License for a Special Event on a site that has previously received site plan approval, which shall not in any way alter, modify, or change the Site Plan approval and any conditions or limitations included in that approval except to the extent permitted by the Township Committee for a Special Event in accordance with the provisions of this ordinance.
  - a. The Township Committee may delegate to the Township Clerk and Engineer the ability to issue a Special Event License for a special event on a site that has previously received site plan approval provided, however, that no Special Event License shall in any way alter, modify, or change the Site Plan approval and any conditions or limitations included in that approval, except to the extent permitted for the Special Event.

D. Pre-application Review.

- a. Prior to submitting an application for a Special Event License, the applicant shall request and attend a pre-application conference with the Township Clerk and Township Engineer to review the proposed Special Event to determine:
  - (1) the nature and extent of the special event activity (activities) to be conducted;
  - (2) the location, times and dates the special event will be conducted;
  - (3) the number of attendees, customers or visitors anticipated at special event;
  - (4) the nature and extent of site improvements necessary to conduct the special event in a safe manner and in a manner that is respectful neighbors; and
  - (5) the number of special events in the calendar year for which the license is sought and whether the special event will be a stand-alone event or one of a series of events.
- b. The applicant shall provide the information above along with proof of Alexandria Township residency and as much preliminary detail as necessary to accurately describe the proposed Special Event. The Special Event description and details provided by the applicant will guide the Clerk and Engineer in advising the applicant as to the actual submission requirements for the Special Event License application, which may be less than all information required by ordinance in Subsection F below..
  - i. The purpose of this review is to confirm an applicant's eligibility as a Township resident for a special event license and to identify the appropriate level of detail

needed in the application to consider safety, evaluate the scope and intensity of the event, and to evaluate potential negative impacts to residents and the community.

- ii. Based upon the information provided by the applicant, the Clerk and Engineer may waive certain submission requirements of the Special Event License application in Subsection F. below.
- iii. An application for a Special Event License may be denied if required information and detail is not provided by the applicant pursuant to the pre-application meeting.
- iv. Following the pre-application meeting, the Clerk and Engineer shall provide a copy of the Special Event Application Checklist identifying the information that the applicant is required to submit.

E. Fees.

- a. Application Fee:
  - i. Minor Special Event License: \$25.00
  - ii. Major Special Event License: \$50.00
- b. Pre-application Review: \$200.00 (Minor or Major License)
- c. Application Review Escrow Deposit:
  - i. Minor Special Event License: \$200.00
  - ii. Major Special Event License: \$500.00
- d. Special Event License renewal fee: \$100. (see Sec. C.8. above)

NOTE: The Application Review Escrow Deposit shall be used to pay professional expenses for reviewing a Special Event License Application for consistency with ordinance requirements. The Applicant shall replenish the Escrow Deposit to the full amount required when the initial deposit is depleted. If the Applicant does not replenish the Escrow when needed, the professional's review of the application shall discontinue until the Escrow is replenished. The actual cost of professional review of the Application shall be based on the complexity of the application and the quality of the information submitted by the applicant. When insufficient information is submitted by the applicant, professional review fees and the time required to approve or deny application will be extended.

F. Standards for Review of Special Event License

The applicant for a Special Event License shall submit a completed application, checklist and sketch plan to the Township Clerk that clearly explains and depicts the nature and location of the event and all activities to take place at the special event. The sketch plan shall clearly depict the proposed physical layout of existing on-site buildings any proposed improvements or site modifications in conformity with requirements set forth in this section. Where specific standards are not provided in this section, standards set forth in the Code of the Township of Alexandria and those standards set forth at N.J.A.C. 2:76-2A.13. for "On-Farm Direct Marketing Facilities,

Activities, and Events” shall govern. Where standards may conflict between the Township Code and the “On-Farm Direct Marketing Facilities, Activities, and Events”, the Code of the Township of Alexandria shall govern. The Township Clerk or Township Committee may not require the applicant to submit certain information in the application or details on the sketch plan where they may deem the nature of the proposed special event may not require certain details; however, a waiver request may delay the municipal review and approval of a special event application, which may in turn complicate the applicant’s scheduling plans for a special event because the municipality will require time to review a waiver request.

The applicant for a Minor or Major Special Event License, shall submit and address the following information:

1. Visitor Management

- a. The application shall include a sketch plan identifying the location and dimensions of all structures, parking areas, existing and proposed driveways, parking and vehicular turning areas, sanitary facilities, areas where visitors will be permitted and restricted, location of food and beverage preparation and serving areas, retail or hand-crafted goods sales areas, special event activity areas, and landscaping if required to buffer adjacent properties. The sketch plan shall include parcel boundaries and a brief description of adjoining land uses and roads and the number of residential dwellings located off-site within 200’ of all residential parcel boundaries. In the case of a farm, the sketch plan shall identify the number of residential dwellings within 200’ of the area of the farm upon which the special event is proposed to take place, including all special event parking and activity areas.
  - i. The sketch plan may be hand-drawn information added to a survey of the property or an aerial photograph of the property; however, hand-drawn information shall be drawn to scale and clearly legible.
- b. Number of Visitors and Vehicles Anticipated. Identify the maximum number of visitors and vehicles anticipated to be on site at any given time during the special event.
- c. Sanitary Facilities. Identify existing and proposed sanitary facilities needed to accommodate the Special Event. Sanitary facilities shall conform to NJDEP, NJ Dept. of Agriculture, and Hunterdon County Department of Health requirements. If portable toilets and hand sanitizers are to be provided, identify the number and location on site where these facilities will be located, which shall be no closer to a residential property line than 100’. The number and type of sanitary facilities provided shall be adequate to address the total number of patrons expected and shall be ADA or handicapped accessible.
- d. Dates, days, times of day for the special event – the application shall clearly state the dates, days of the week and times of day that the special event will be held and the anticipated number of special events proposed in a calendar year. Opening and closing time for each day shall be clearly identified in the application along with a brief description of how patrons will be cleared from the site at closing.

- e. Signs. All proposed signs and sign locations shall be identified in the application for a Special Event License.
  - i. Site Identification Sign. A Special Event site identification sign may be erected on a temporary basis for the special event. The site identification sign shall not exceed 32 sq. ft. in area, may be double sided if freestanding and shall not be closer than 10' to the road or public right-of-way, and shall not be closer than 50' of a residential property line.
  - ii. Directional Signs. Directional or wayfinding signs may be erected on site if the Special Event property has sufficient frontage for such signs to be spaced at least 50' apart. Such signs may not exceed 10 sq. ft. in area, may not be located closer than 50' between signs and shall not number more than 10. All such signs shall be setback a minimum of 10' from the property line and public right-of-way line.
  - iii. Signs approved in the Special Event License shall not be erected more than 10 days prior a special event and shall be removed not more than 10 days following a special event. This shall apply to each day of the year a special event is held.
  - iv. All special event signs shall be erected on the property upon which the special event is licensed.
- f. Special event transportation - A plan for special event transportation shall be provided and identify on-site location where adequate parking will be provided and additional information required under "Transportation" below.
- g. A Security Plan identifying the plan for security, personnel required and the names of persons responsible for security at the special event. Indicate whether police are needed for crowd and traffic control, and if so, how many officers may be needed. All security and traffic control shall be provided at the expense of the applicant.

## 2. Visitor Service.

- a. Identify food and/or beverages that will be provided for sale and/or consumption. List State and local regulations approvals required for food and beverage sales and on-site consumption in the application. Submission of all outside agency approvals, such as Board of Health approval, will be a condition of a Special Event License issued that includes food and beverage sales and/or onsite consumption.

## 3. Transportation:

- a. Adequate off-street parking shall be provided, which shall be set back from all property lines at least 50'.
- b. Parking spaces, driveways and drive aisle widths shall conform to Alexandria Township standards (i.e. 9'x18' parking spaces for cars, 24' wide drive aisles, etc.). The sketch plan shall identify the location and dimensions of parking areas, existing and proposed driveways, parking and vehicular turning areas.
- c. All visitor and Special Event parking shall be located on the Special Event property with access provided via a driveway to the parking area. There shall be no Special

- Event parking off site, on public roads, shoulders of roads or anywhere within the public road right-of-way.
- d. Design of driveways and adequate sight distance to accommodate expected traffic must conform to Alexandria Township standards.
  - e. Where treatment of parking and driveways is necessary to control dust, the method and frequency of treatment shall be indicated on the sketch plan.
4. Buffering. Adequate landscaped or vegetated buffering shall be provided between adjacent residential uses and all special event parking and activity areas, which may include a solid fence, berm or existing hedgerow.
- a. Vegetated buffers, existing or proposed, shall be shown on the Special Even sketch plan. There shall be no visibility between Special Event parking and activity areas and adjoining residential uses and yards such that the privacy of adjoining residential neighbors is not compromised.
  - b. Buffers may include existing vegetation consisting of hedgerows, plantings or forested conditions that provide an effective landscaped or vegetated screen between adjoining residential uses and special event parking and activity areas.
  - c. Where no existing landscaping and vegetated buffer exists, the sketch plan shall identify proposed buffering consisting of a fence, berm, landscaping or a combination of the three, which shall be sufficient to achieve the objective identified in “a.” above.
5. Lighting. When Special Event activities are proposed during non-daylight hours, adequate lighting shall be provided to provide safe pedestrian access within and around special event activity areas and for safe pedestrian access to parking areas.
- a. Parking areas shall be suitably lighted to provide for safe vehicular access within and around parking areas and drive aisles.
  - b. No off-site lighting impact shall be permitted so as to cause off-site glare or a nuisance lighting impact to an adjoining residential neighbor.
6. Noise and Audible Sound. Special Events shall not produce audible sound or noise that exceeds the NJDEP maximum allowable noise standards at the property line, nor shall there be audible sound or noise produced that exceeds allowable limits for a duration of 15 minutes or more and occurring at a frequency of more than once per day.
- a. No sound or noise of any kind that is audible at an adjoining residential property line shall be produced at a special event earlier than 7:00 am, nor later than 11:00 pm.
  - b. For Special Events that include music, performance activities or amplified sound of any kind, sound, the applicant may be required to provide noise readings taken at property lines may be required prior to the issuance of a Special Event License permitting Special Event activities to be conducted. In the case of a farm, sound levels shall be measured at the property line or at a distance of 200’ from the special

event area where the noise or sound is being generated, whichever location is closest to the nearest off site residence. (See § 151.F.9. below)

7. Nuisances of Any Kind. In the event that there are any activities conducted under the Special Event License that results in a nuisance relating to lighting, noise or sound, crowd activity, traffic, or if activities are conducted on site that are not approved by the Township, a Special Event License may be revoked by the Township of Alexandria with all Special Event activities to be discontinued and requiring all Special Event improvements, signs and appurtenant structures taken down and removed from the site.
8. Conditions of Approval. Where, in the judgment of the Township Clerk, Engineer and/or Township Committee it is determined that the nature of a special event activity, or site raises concerns related to operation of the event and potential impacts to the surrounding area, a Special Event License may be issued subject to conditions of approval to be satisfied prior to, during or following the special event. By way of example but not limitation, in the case of a noise or sound concern, the applicant may be required to provide sound measurements documenting the level of noise to be generated.

G. Notice. Upon submission of an application for a Special Event license, the applicant shall provide Notice of the application, as follows:

1. Contents. The notice shall state the date, time and place of the proposed Special Event and shall state that the application and sketch plan is available for public inspection at the office of the Township Clerk and shall describe in sufficient detail the nature of the proposed Special Event, and identify the address of the Township Clerk, and the days of the week and times of day the application may be inspected at the Clerk's office. The notice shall contain an identification of the property by street address and the lot and block numbers of the property as shown on the current tax duplicate in the Municipal Assessor's office.
2. Notice by publication. Notice shall be given by publication in the Township's official newspaper within 7-days of submission of an application for a Special Event License.
3. Notice to property owners; list of property owners to be furnished. Notice shall be given by the applicant to the owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the Special Event, by serving a copy thereof on each owner or his or her agent in charge of the property or by mailing a copy thereof by certified mail to each such owner at his or her address as shown on said tax duplicate. Certified notice shall be mailed within 7-days of submission of an application for a Special Event License. If a condominium association is within 200' of the property, notice to the condominium association shall be sufficient. Notice to a partnership owner may be given to any partner, and notice to a corporate owner may be given to its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation, and notice to a condominium association, horizontal property, community trust or homeowners' association, because of its ownership of common elements or areas located within 200 feet of the property which is subject of the applicant, may be made in the same manner as to a corporation without further notice to unit owners, co-owners or homeowners on account of such common elements or areas. The Municipal Assessor's office shall, within seven days of written

request by the applicant, make and certify a list from the current tax duplicate of the names and addresses of the property owners entitled to notice as aforesaid, and a sum not to exceed \$0.25 per name or \$10, whichever is greater, may be charged for such list. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any Special Event License issued by Alexandria Township.

H. Appeal. An interested party residing on residential property within 200' of the proposed Special Event License property may appeal the issuance of a Special Event license to the Township Committee. The appeal shall be filed by submitting a notarized letter to the Township Clerk within 10 days of the date of newspaper publication or within 10-days of the date of the certified mail notice received from the Special Event License applicant. Such objection shall clearly state the bases for an objection, including but not limited to potential noise, light and traffic impacts to a residential property within 200' of the Special Event property. The Township Committee normally meets twice monthly on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. The Township Clerk shall schedule the objection to be heard at a regular Township Committee meeting.

a. Appeal procedure. The Township Committee shall hear and decide all appeals to issuance of a Special Event License.

i. An appellant shall appear before the Alexandria Township Committee to present an in-person verbal explanation of objections to the application for a proposed Special Event License.

1. Where reasonably practicable, an appellant shall provide evidence in support of their objection(s) to the Special Event License application.

ii. The Applicant for a Special Event License shall have the right to answer an objection filed with the Township Committee.

iii. If the Applicant is not in attendance when an objection to their Special Event License application is heard by the Township Committee, issuance of a Special Event License may be delayed.

iv. After hearing objections from the Appellant and an answer by the Applicant for a Special Event License, the Township Committee shall decide whether to issue, deny, or approve the Special License with conditions.

**Section 2. Renumbering.** This ordinance may be renumbered for codification purposes.

**Section 3. Severability.** The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**Section 4. Repealer.** Any Ordinances or parts thereof in conflict with the provisions of these Ordinance are hereby repealed as to their inconsistencies only.

NOTICE

NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Alexandria Township Committee held on **[MONTH, DAY]**, 2020, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on **[MONTH, DAY]**, 2020 **at 7:35 p.m.** or as soon thereafter as the Township Committee may hear this Ordinance at the Alexandria Township Municipal Building, 242 Little York-Mt. Pleasant Road Milford, NJ 08848 or remote conference call, at which time all persons interested may appear or call in for or against the passage of said Ordinance.

---

Michele Bobrowski, CMC, Township Clerk

---

Gabriel Plumer, Mayor,

Adopted:

Attest: I herein certify that the foregoing ordinance was duly adopted by the Township Committee of the Township of Alexandria at a regular meeting held by the Committee on **[MONTH, DAY]**, 2020.

---

Michele Bobrowski, CMC, Township Clerk

**TOWNSHIP OF ALEXANDRIA  
RESOLUTION 2020-0109  
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

**WHEREAS**, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Township Committee of the Township of Alexandria, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance

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 October 14, 2020.

---

Michele Bobrowski, CMC/ RMC  
Township Clerk

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
		Plumer				
		Pfefferle				
		Kiernan				

SUMMARY OR SYNOPSIS OF 2019 AUDIT REPORT OF  
TOWNSHIP OF ALEXANDRIA AS REQUIRED BY N.J.S.A. 40A:5-7

COMBINED COMPARATIVE BALANCE SHEETS

	DECEMBER <u>31, 2019</u>	DECEMBER <u>31, 2018</u>
<u>ASSETS</u>		
Cash and Investments	\$ 7,727,654.26	\$ 8,995,403.39
Taxes, Assessments, Liens and Utility Charges Receivable	243,781.10	205,098.13
Property Acquired for Taxes - Assessed Value	51,200.00	51,200.00
Accounts Receivable	133,273.45	282,506.98
Deferred Charges to Future Taxation - Capital Fund	3,860,000.00	5,587,124.00
Fixed Assets	<u>5,189,127.02</u>	<u>5,082,893.02</u>
<u>TOTAL ASSETS</u>	<u>\$ 17,205,035.83</u>	<u>\$ 20,204,225.52</u>
<u>LIABILITIES, RESERVES AND FUND BALANCES</u>		
Bonds and Notes Payable	\$ 3,860,000.00	\$ 5,587,124.00
Improvement Authorizations	101,007.59	386,824.89
Other Liabilities and Special Funds	6,128,315.43	6,061,787.43
Reserve for Fixed Assets	5,189,127.02	5,082,893.02
Reserve for Certain Assets Receivable	352,247.73	256,817.89
Fund Balances	<u>1,574,338.06</u>	<u>2,828,778.29</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCES</u>	<u>\$ 17,205,035.83</u>	<u>\$ 20,204,225.52</u>

TOWNSHIP OF ALEXANDRIA

COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGE IN  
FUND BALANCE - CURRENT FUND

	YEAR ENDED DECEMBER <u>31, 2019</u>	YEAR ENDED DECEMBER <u>31, 2018</u>
 <u>REVENUE AND OTHER INCOME REALIZED</u>		
Fund Balance Utilized	\$ 1,850,000.00	\$ 500,000.00
Miscellaneous - from other than		
Local Property Tax Levies	1,083,357.69	925,442.31
Collection of Delinquent Taxes and		
Tax Title Liens	164,824.36	195,677.18
Collection of Current Tax Levy	<u>18,715,650.99</u>	<u>18,260,622.85</u>
<u>TOTAL INCOME</u>	<u>\$ 21,813,833.04</u>	<u>\$ 19,881,742.34</u>
 <u>EXPENDITURES</u>		
Budget Expenditures	\$ 4,347,706.98	\$ 2,678,452.31
County Taxes	2,952,127.70	2,927,100.90
Local and Regional School Taxes	13,719,755.00	12,400,533.00
Municipal Open Space Tax	144,202.47	286,742.22
Other Expenditures	<u>13,786.12</u>	<u>3,709.55</u>
<u>TOTAL EXPENDITURES</u>	<u>\$ 21,177,578.27</u>	<u>\$ 18,296,537.98</u>
Excess in Revenue	\$ 636,254.77	\$ 1,585,204.36
Fund Balance, January 1	<u>2,752,303.74</u>	<u>1,667,099.38</u>
	\$ 3,388,558.51	\$ 3,252,303.74
Less: Utilization as Anticipated Revenue	<u>1,850,000.00</u>	<u>500,000.00</u>
Fund Balance, December 31	<u><u>\$ 1,538,558.51</u></u>	<u><u>\$ 2,752,303.74</u></u>

## RECOMMENDATIONS

That all contracts awarded in excess of the bid threshold be approved by resolution of the governing body.

That the monthly dog license reports to be filed with the New Jersey Department of Health be completed and funds due remitted on a monthly basis.

A Corrective Action Plan, which outlines actions the Township of Alexandria will take to correct the findings listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the Office of the Township Clerk in the Township of Alexandria.

The above summary or synopsis was prepared from the report of audit of the Township of Alexandria, County of Hunterdon, for the calendar year 2019. This report of audit, submitted by Suplee, Clooney & Company, Registered Municipal Accountants and Certified Public Accountants is on file at the Township Clerk's office and may be inspected by any interested person.



---

Clerk  
Michele Dobrowski, CMC, RMC  
Township Clerk  
Alexandria Township

**RESOLUTION 2020-110 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY FOR ROAD MATERIAL FOR BROOKHILL ROAD**

**WHEREAS**, the Township of Alexandria approved in the 2020 budget monies for oil and chip on various roads throughout the Township; and

**WHEREAS**, the Township utilized services of Stavola for road material; and

**WHEREAS**, the Township Chief Financial Officer certifies funds are available for this purpose and are encumbered in account # 01-201-44-900-202.

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey authorizes the following:

- 1.) Road Material for Oil/Chip for the following Township Road:  
Brookhill Road
- 2.) Road Material to be purchased in the amount of \$11,000.00 from Account # 01-201-44-900-202 to Stavola.

**Attest:** October 14, 2020

---

Gabriel C. Plumer, Mayor

---

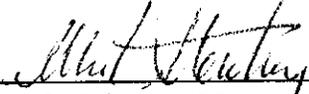
Michele Bobrowski, CMC, Township Clerk

Certified to be a true copy of a Resolution adopted by the Alexandria Township Committee on October 14, 2020.

---

Michele Bobrowski, CMC, Township Clerk

1. Resolution 2020-110 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$11,000.00 will be made available to cover costs associated with this service;
2. These funds are available to be released to the professional out of Account # 01-201-44-900-202.

  
\_\_\_\_\_  
Ulrich Steinberg, CFO

Dated: 9/30/20

**RESOLUTION# 2020-111 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY  
AWARDING CONTRACT FOR THE PURCHASE OF ROCK SALT FOR THE 2020/2021 SEASON**

**WHEREAS**, the County of Hunterdon Purchasing Department (“Hunterdon County”) requested bids for rock salt to be provided to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials Bid No. 2020-12 for the 2020/2021 season; and

**WHEREAS**, Alexandria Township Clerk Michele Bobrowski communicated Alexandria Township’s intention to participate in this joint purchase arrangement to Hunterdon County by letter in May of 2020; and

**WHEREAS**, the Township Committee of the Township of Alexandria hereby confirms its authorization of the joint agreement with Hunterdon County for the purchase of rock salt in accordance with N.J.S.A. 40A:11-10 and 11 et seq.; and

**WHEREAS**, Hunterdon County received and reviewed the bids for the rock salt and, at its September 15, 2020 Freeholder Meeting, the Hunterdon County Board of Chosen Freeholders awarded a master contract to Morton Salt to provide rock salt to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2020-12 for the 2020/2021 season at a contract price of \$48.51 per ton; and

**WHEREAS**, Alexandria Township anticipates that the aggregate purchase of rock salt for the 2020/2021 season will exceed the bid threshold of \$17,500; and

**WHEREAS**, pursuant to N.J.S.A. 5:34-7.11, the governing body is required to award this contract.

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

1. The contract for rock salt to be provided to Alexandria Township as part of the Hunterdon County Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2020-12 for the period from September 19, 2020 to September 18, 2021 is hereby awarded to Morton Salt, 444 West Lake Street, Suite 3000, Chicago, IL 60606 at the contract price of \$48.51 per ton.

2. Hunterdon County executed the master contract for this product on behalf of participating municipalities.

3. Copies of this Resolution shall be sent to the County of Hunterdon Purchasing Department and to Morton Salt.

Township of Alexandria

By: \_\_\_\_\_  
Gabe Plumer Mayor

Certified to be a true copy of a Resolution adopted on October 14, 2020.

By: \_\_\_\_\_  
Michele Bobrowski, CMC/RMC, Township Clerk

1. Resolution 2020-111 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$49,000.00 will be made available to cover costs associated with this contract;
2. These funds are available to be released out of Account # 01-201-26-291-020.

\_\_\_\_\_  
Ulrich Steinberg, CFO  
Dated: \_\_\_\_\_

**RESOLUTION 2020-112 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AMENDING PROFESSIONAL CONTRACT SERVICE AWARD TO TOWNSHIP ATTORNEY SHARON DRAGAN, ESQ.**

**WHEREAS**, on February 26, 2020 the Alexandria Township Committee appointed Sharon Dragan, Esq. of Mason, Griffin & Pierson for a one-year appointment from January 1, 2020 to December 31, 2020 as the Township Attorney; and

**WHEREAS**, on February 26, 2020 the Alexandria Township Committee approved a budgeted amount not to exceed of \$56,000.00 in account number 01-201-20-155-020 for services to be rendered by Township Professional Sharon Dragan, Esq. of Mason, Griffin & Pierson, 101 Poor Farm Road, Princeton, NJ 08540.

**WHEREAS**, the Township Committee budgeted a total of \$56,000.00 for legal services (not out-of-pocket expenses) by the Township Attorney for 2020 and bills submitted by Township Attorney Dragan so far for the year are \$ 50,000.00 not including out-of-pocket expenses.

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

1. Resolution 2020-112 is amended to revise the "not to exceed number" and the Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$75,000.00 set by the Township Committee is available in an account numbered 01-201-20-155-020.

Attest: October 14, 2020

\_\_\_\_\_  
Gabe Plumer, Mayor

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC, Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on October 14, 2020.

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC, Township Clerk

1. Resolution 2020-112 the Alexandria Township Chief Financial Officer certifies that the additional monies of \$75,000.00 from the original \$56,000.00 allotted are available per the 2020 Township Budget.
2. These funds are available to be released to the professional out of Account # 01-201-20-155-020.

---

Ulrich Steinberg, CFO

Dated: \_\_\_\_\_

**RESOLUTION 2020-113 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE  
OF NEW JERSEY FOR LINE STRIPPING MATERIAL ON VARIOUS ROADS THROUGHOUT THE  
TOWNSHIP**

**WHEREAS**, the Township of Alexandria approved in the 2020 budget monies for line stripping on various roads throughout the Township; and

**WHEREAS**, the Township DPW will be using Denville Line through the Morris County Co-op, Bid # 36; and

**WHEREAS**, the Township Chief Financial Officer certifies funds are available for this purpose and are encumbered in account # 04-225-55-000-012.

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Township of Alexandria, County of Hunterdon, State of New Jersey authorizes the following:

- 1.) Road Material for Line Stripping for all Township Roads expect:
  - Schick Road
  - Mill Street
  - Race Street
  - Development Roads
  
- 2.) Road Material to be purchased in the amount of \$23,000 (240,000 LF @ \$.095 per/ft) from Account # 04-225-55-000-012 to Denville Line.

**Attest:** October 14, 2020

---

Gabriel C. Plumer, Mayor

---

Michele Bobrowski, CMC, Township Clerk

Certified to be a true copy of a Resolution adopted by the Alexandria Township Committee on October 14, 2020.

---

Michele Bobrowski, CMC, Township Clerk

1. Resolution 2020-113 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$23,000.00 will be made available to cover costs associated with this service;
2. These funds are available to be released to the professional out of Account # 04-225-55-000-012

---

Ulrich Steinberg, CFO

Dated: \_\_\_\_\_