

CALL TO ORDER

Mayor Warren Cooper called the special meeting to order at 7:30 p.m. and stated that in compliance with the “Open Public Meetings Act” this Meeting was duly advertised and published in the Express Times and the Hunterdon County Democrat on January 10, 2013; the Agenda has been posted at Borough Hall and distributed to the Courier News, the Express Times, the Hunterdon County Democrat, and the Star Ledger on December 4, 2013.

FLAG SALUTE

Mayor Cooper asked everyone to stand for the flag salute.

ROLL CALL

Present for the Meeting:

Seth A. Grossman
Cathy Leach
Michele Liebttag
Brad Myhre
Jack Opdyke
William Sullivan

Absent from Meeting:

Attorney Paul Rizzo and Borough Clerk Brenda S. Shepherd were present for the meeting. Four members of the public were present.

PUBLIC HEARING

Ordinance #739 – Capital Improvement Ordinance for Fire Company radios

Mayor Cooper noted that this is an ordinance to upgrade the Fire Company radios because the County Communications is changing the system. The Mayor and Common Council approved to open the public hearing on Ordinance #739 by favorable voice vote. Having no other public comments, the Mayor and Common Council approved to close the public hearing on Ordinance #739 by favorable voice vote.

Ordinance #740 – Capital Improvement Ordinance for Roadway Evaluations

Mayor Cooper noted that he asked the Borough Engineer to do an evaluation of the Borough roadways to begin the process of long range planning. The Mayor and Common Council approved to open the public hearing on Ordinance #740 by favorable voice vote. Having no public comments, the Mayor and Common Council approved to close the public hearing on Ordinance #740 by favorable voice vote.

Ordinance #741 – Amendment to the 2013 Salary and Wage Ordinance for Borough Officials and Employees

Mayor Cooper noted that this amendment changes the salary for officer Matt Kelly who has been working for more than a year. The Mayor and Common Council approved to open the public hearing on Ordinance #741 by favorable voice vote. Having no public comments, the Mayor and Common Council approved to close the public hearing on Ordinance #741 by favorable voice vote.

Ordinance #742 – Amendment to the 2013 Salary and Wage Ordinance for Officials and Employees of the Joint Municipal Court of the Delaware Valley

Mayor Cooper noted that this amendment would provide for a salary change to increase the salary of the court employee who has taken on more responsibility after the Deputy Court Administrator left to work elsewhere. The Mayor and Common Council approved to open the public hearing on Ordinance #740 by favorable voice vote. Having no public comments, the Mayor and Common Council approved to close the public hearing on Ordinance #740 by favorable voice vote.

PUBLIC COMMENTS

The Mayor and Common Council approved to open the public comment session by favorable voice vote. Having no public comments, the Mayor and Common Council approved to close the public comment session.

PRESENTATION OF EXECUTIVE SESSION MINUTES

On motion by Brad Myhre, seconded by Seth A. Grossman and carried by favorable roll call vote with Jack Opdyke abstaining, the Mayor and Common Council approved the March 6, 2013, May 1, 2013 and August 23, 2013 executive session minutes as amended (as to the August 23, 2013 executive session minutes, page 2, first line, the second he should read: Engineer Timothy Bradley).

PRESENTATION OF MINUTES

On motion by Seth A. Grossman, seconded by Michele Liebttag and carried by favorable roll call vote with Jack Opdyke abstaining his vote on the November 14, 2013 minutes approval, the Mayor and Common Council approved the Regular Council meeting minutes of November 6, 2013 and the Special Council meeting minutes of November 14, 2013.

CONSENT AGENDA – All matters listed on the Consent Agenda are considered to be routine by the Governing Body and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

On motion by Brad Myhre, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving the bills list of 12/4/13 as attached to this set of minutes, Resolution #2013-96, Resolution #2013-97, Resolution #2013-98, Resolution #2013-99 and Resolution #2013-100 as follows:

RESOLUTION NO. 2013-96

RESOLUTION RATIFYING, CONFIRMING AND MEMORIALIZING THE APPOINTMENT OF PATROLMAN MATTHEW KELLY AS A PERMANENT, FULL TIME POLICE OFFICER.

WHEREAS, effective October 17, 2012, Patrolman Matthew Kelly was appointed as a Probationary Police Officer for the Borough of Frenchtown under a Community Oriented Policing Services (COPS) grant; and

WHEREAS, effective October 17, 2013, Patrolman Kelly successfully completed his probationary period; and

WHEREAS, the Chief of Police, Allan W. Kurylka, recommended that Patrolman Kelly be appointed as a Permanent, Full Time Patrolman, a copy of Chief Kurylka's recommendation, dated October 20, 2013, is attached to this Resolution; and

WHEREAS, on November 6, 2013, the Council of the Borough accepted the Chief's recommendation and appointed Patrolman Kelly as a Permanent, Full Time Patrolman, with a three (3%) percent pay raise effective October 17, 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Frenchtown, County of Hunterdon and State of New Jersey, that by this Resolution ratifies, confirms and memorializes the action it took on November 6, 2013, that effective October 17, 2013, Matthew Kelly is appointed as a Permanent, Full Time Patrolman with a three (3%) percent pay raise.

Warren E. Cooper, Mayor

Attest:

December 4, 2013

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2013-97

**RESOLUTION AWARDING A CONTRACT EXTENSION TO REPUBLIC SERVICES
OF NJ LLC DOING BUSINESS AS RARITAN VALLEY DISPOSAL FOR THE
BOROUGH OF FRENCHTOWN'S 2014 GARBAGE SERVICES**

Whereas, the Borough of Frenchtown entered into a contract in the amount of \$45,771.36 with Republic Services of NJ LLC doing business as Raritan Valley Disposal for garbage services for the 2011 after receipt of bids; and

Whereas, this contract allows the Borough of Frenchtown to extend this contract with Republic Services of NJ LLC doing business as Raritan Valley Disposal for up to four (4) one (1) year terms under the same terms, conditions and price; and

Whereas, the contractor has performed in an efficient manner and that it is in the best interest of the Borough to extend the contract; and

Whereas, the Borough of Frenchtown wishes to extend this contract for a one year term with the Republic Services of NJ LLC doing business as Raritan Valley Disposal for the year 2014 under the same terms, conditions and price; and

WHEREAS, the Borough has appropriated sufficient funds to award the contract;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, that the Garbage Contract with Republic Services of NJ LLC doing business as Raritan Valley Disposal be extended for a one year period from January 1, 2014 to December 31, 2014 under the same terms and conditions and in the total amount of \$45,771.36.

Warren E. Cooper, Mayor
Borough of Frenchtown

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2013-98

WHEREAS, the Borough Council of the Borough of Frenchtown, 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,

WHEREAS, the Borough Council of the Borough of Frenchtown, 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 Borough Council of the Borough of Frenchtown supports the application of funding from Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Frenchtown, County of Hunterdon, State of New Jersey hereby recognizes the following:

The Borough Council does hereby acknowledge the terms and conditions for administering the Municipal Alliance grant for calendar year 2013 in the amount of

\$18,400.00; and agrees to serve as Lead Municipality for the Delaware Valley Municipal Alliance.

APPROVED: _____
Warren E. Cooper, Mayor

CERTIFICATION

I, Brenda S. Shepherd, Municipal Clerk of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 5th day of September 2012.

Brenda S. Shepherd, Municipal Clerk

Resolution no. 2013 - 99

Tax sale redemption

Whereas, the Tax Collector has been paid by the mortgage holder to redeem Tax Sale Certificate No. 12-002 the amount of \$1,657.49 on Block 16, Lot 3.02, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the borough of Frenchtown, County of Hunterdon and State of New Jersey, that the Chief Financial Officer be authorized to issue a check payable to US Bank Custodian for Pro Capital I, LLC, 50 S. 16th Street, Philadelphia, PA, 19102, in the amount of \$1,657.49.

Warren E. Cooper, Mayor

Attest

December 4, 2013

Brenda S. Shepherd, RMC
Borough Clerk

BOROUGH OF FRENCHTOWN

RESOLUTION NO. 2013-100

HUNTERDON COUNTY MUNICIPAL GRANTS PROGRAM ALLOCATION

WHEREAS, the Borough of Frenchtown has been allocated the amount of \$5,072.945 in the Hunterdon County Open Space, Recreation, Farmland and Historic Preservation Trust Fund Municipal Grants Program for the year 2012; and

WHEREAS, the Borough of Frenchtown intends to use the reserve in the future for the acquisition of new open space and/or payment of indebtedness for recently purchased open space; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey to request the County to reserve the allotted funds of \$5,072.945 in the Municipal Grants Program for the next year.

Dated: December 4, 2013

Warren E. Cooper, Mayor

Brenda S. Shepherd
Borough Clerk

PRESENTATION OF VOUCHERS

Current Fund - Opdyke voucher

On motion by Seth A. Grossman, seconded by Brad Myhre and carried by favorable roll call vote with Jack Opdyke abstaining, the Mayor and Common Council approved to pay the current fund Opdyke voucher listed on a separate bills listed dated 12/4/13.

RESOLUTIONS

Resolution #2013-101 – 2013 Budget Appropriation Transfer

Mayor Cooper noted that this is a transfer to provide funds in the group insurance line item where we had insufficient funds to pay those costs. It will come out of the planning board line item where there is additional funds. On motion by William Sullivan, seconded by Brad Myhre and carried by

unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2013-101 as follows:

RESOLUTION NO. 2013- 101

2013 BUDGET APPROPRIATION TRANSFER

WHEREAS, it appears that the unexpended balance in the following accounts will not be sufficient to pay outstanding bills:

Group Insurance

WHEREAS, it appears that there will be for 2013 an unexpended balance in the following account:

Planning Board – Other Expense

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown that the following transfers be and the same are hereby authorized, and within the resolution is the authority of the Borough Chief Financial Officer to make said transfers:

FROM:

Planning Board – Other Expense	\$2500.00
--------------------------------	-----------

TO:

Group Insurance	\$ 2500.00
-----------------	------------

Warren E. Cooper, Mayor

Attest:

December 4, 2013

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2013-102 - Cancellation of Miscellaneous Revenues and Appropriations

Mayor Cooper noted that the funds for Municipal drug alliance is the amount that passes through Borough and does not effect the Borough budget. On motion by Jack Opdyke, seconded by Brad Myhre and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2013-102 as follows:

RESOLUTION NO. 2013 – 102

WHEREAS, the County of Hunterdon has transferred the responsibility of administering the Municipal Drug Alliance from the Borough of Frenchtown to the Township of Alexandria, and

WHEREAS, the Borough of Frenchtown had budgeted in 2013 for the receipt and disbursement of the grant funds.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council that the following be cancelled:

Miscellaneous Revenues Public and Private Revenues Offset with Appropriations:

Delaware Valley Municipal Alliance - \$18,400.00.

AND

General Appropriations – Excluded from “CAPS” Public and Private Revenues Offset
with

Revenues:

Delaware Valley Municipal Alliance - \$18,400.00.

Warren E. Cooper, Mayor

Attest:

December 4, 2013

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2013-103 – Approval of Items of Revenue and Appropriations – Recycling Grant
Mayor Cooper noted that the Borough received a recycling grant in the amount \$1,760.60 from the State. On motion by Michele Liebttag, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2013-103 as follows:

RESOLUTION NO. 2013 - 103

**APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
(N.J.S.A. 40A:4-87)**

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

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Frenchtown, in the county of Hunterdon, State of New Jersey, hereby requests the Director of Division of Local Government Services to approve the insertion of an item of revenue, Recycling Grant, in the budget of the year 2013 in the sum of \$1769.60 which item is now available as revenue from the State of New Jersey, Solid Waste Administration.

BE IT FURTHER RESOLVED that the like sum of \$1769.60 is hereby appropriated under the caption “Recycling Grant”; and

BE IT FURTHER RESOLVED that the above is a result of a revenue from the State of New Jersey, Solid Waste Administration in the amount of \$1769.60.

Attest:

December 4, 2013

Brenda S. Shepherd, RMC
Borough Clerk

Warren E. Cooper, Mayor

Resolution #2013-104 –Approval of Items of Revenue and Appropriations – Body Armor Grant

Mayor Cooper noted that the Borough received a Body armor grant in the amount of \$1,184.99 from the State. On motion by Brad Myhre, seconded by Jack Opdyke and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2013-104 as follows:

**RESOLUTION NO. 2013 -104
APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
(N.J.S.A. 40A:4-87)**

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

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Frenchtown, in the county of Hunterdon, State of New Jersey, hereby requests the Director of Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2013 in the sum of \$1184.99, which item is now available as revenue from the State of New Jersey, as a grant to the Borough of Frenchtown in the amount of \$1184.99.

BE IT FURTHER RESOLVED that the like sum of \$1184.99 is hereby appropriated under the caption “Body Armor Grant”; and

BE IT FURTHER RESOLVED that the above is a result of a grant of \$1184.99 from the State of New Jersey.

Attest:

December 5, 2012

Brenda S. Shepherd, RMC
Borough Clerk

Warren E. Cooper, Mayor

Resolution #2013-105 – Resolution amending the license fees for dogs and cats

Mayor Cooper noted that as a result of budget discussions during a meeting between the Finance Committee and the CFO, we have identified the licensing fees as unusually low compared to those municipalities around us. Brad Myhre stated that the reason we are doing this is that we want that

line item to be self sufficient and currently it is not. Seth A. Grossman noted that this is a good direction, looking at the Borough fees. The Borough should also look at other fees. These fees pay for animal control. He would like to continuously review it. Brad Myhre stated that this was not a revenue generator. It is revenue neutral. William Sullivan commented that there is often a distinction that we are not raising taxes when we are raising fees. It is an added cost to the resident. The Borough is looking to get more money. Mayor Cooper responded that every time we ask residents to pay more, it is asking them to pay more. It is a balance for the borough and for the pocket books of everyone in town. On motion by Seth A. Grossman, seconded by Michele Liebttag and carried by favorable roll call vote, the Mayor and Common Council approved Resolution #2013-105 as follows:

RESOLUTION #2013-105

RESOLUTION AMENDING THE LICENSING FEES FOR DOGS AND CATS

WHEREAS, the Borough of Frenchtown has an Ordinance for the licensing of dogs and cats in the Borough of Frenchtown and under Section 5-1.5 of the Revised General Ordinance of the Borough of Frenchtown, the licensing fees shall be established by Resolution of the Frenchtown Borough Common Council.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the Borough of Frenchtown that the licensing fees for dogs and cats shall be as follows:

Neutered dogs - \$12.00
Unneutered dog - \$15.00
Neutered cats - \$12.00
Unneutered cats \$15.00

Dated: 12/4/13

Warren E. Cooper, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Vote on the Motion:

Ayes: Grossman, Leach, Liebttag, Myhre, and Opydke
Nays: Sullivan
Abstain: None

ORDINANCES

Ordinance #739 – Capital Improvement Ordinance for Fire Company radios (Adoption)

On motion by Michele Liebttag, seconded by Seth A. Grossman and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the adoption of Ordinance #739 as follows:

BOROUGH OF FRENCHTOWN

ORDINANCE #739

AN ORDINANCE TO PROVIDE FOR THE PURCHASE OF FIRE COMPANY RADIOS FOR THE FRENCHTOWN FIRE DEPARTMENT FOR THE BOROUGH OF FRENCHTOWN, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$13,000.00 FROM THE CAPITAL IMPROVEMENT FUND AND THE CAPITAL IMPROVEMENT SURPLUS FUND.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRENCHTOWN IN THE COUNTY OF HUNTERDON, NEW JERSEY, AS FOLLOWS:

Section 1. The improvement described in Section 2 of the ordinance is hereby authorized as a general improvement to be made or acquired by the Borough of Frenchtown, New Jersey. For the said improvement or purposes described in Section 2, there is hereby appropriated the sum of \$13,000.00, said sum being inclusive of all appropriations heretofore made therefore.

Section 2. The Borough of Frenchtown hereby authorizes the purchase of Fire Company Radios for the Frenchtown Fire Department for the Borough of Frenchtown.

Section 3. It is hereby determined and stated that the undertaking of the aforesaid work, acquisition or improvement is not a current expense of the Borough of Frenchtown, but rather a capital expense and the Borough of Frenchtown's estimated cost of said work, acquisition or improvement is \$13,000.00.

Section 4. The sum of \$13,000.00 is hereby appropriated for said purpose. The funding is provided by appropriating \$5,882.24 from the Capital Improvement Fund of the Borough of Frenchtown and \$7,117.76 from the Capital Improvement Surplus Fund for said purpose as required by law and now available therefore in one or more previously adopted budgets.

Section 5. No debt of any kind is authorized for this undertaking.

Section 6. This ordinance shall take effect immediately upon adoption according to law.

Warren E. Cooper, Mayor

Date

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Ordinance #740 – Capital Improvement Ordinance for Roadway Evaluations (Adoption)

A motion was made by Brad Myhre to adopt Ordinance #740. The motion was seconded by Cathy Leach. The Mayor asked for discussion on the ordinance. William Sullivan asked what they are going to evaluate? There are clearly roads that do not need evaluation. He would hate to see money paid for that. Mayor Cooper noted that implicit direction was given to create a long range plan to maintain the road. There is no good reason to go into depth to review such roads as Bridge Street that was just redone. Brad Myhre added that the goal was to prioritize roads by most needed. This will give us a targeted approach. William Sullivan commented that \$12,000.00 is a lot of money. Make sure the Engineer is being directed and not being paid to get acquainted with our roads. Seth A. Grossman asked if this is for the public roads? Seth A. Grossman commented that the primary job is the maintenance of basic infrastructure of the roads. The Borough Engineer has to survey roads and give a professional certification that the roads are in this condition today. If we seek funds, it is required to have an up to date evaluation specifically from the engineer. William Sullivan agrees but many of the Borough roads have been recently done. This is a lot of money to have the new engineer get acquainted with the Borough roads. Make sure he has direction. Mayor Cooper responded that it is unfair after 23 months to refer to our engineer as a new engineer and it is unfair to suggest that he is not familiar with our roads. He has prepared specifications for roads and prepared a grant for Ridge Road. He thinks it is clear that since we have been doing road stripping, it is fair to assume and he knows it is the case that Engineer William Burr has made himself and familiar with our streets. Responding to Seth A. Grossman, William Sullivan stated that this ordinance did not come through the streets and roads committee. He just wants to make sure that the \$12,000.00 of taxpayer money is being well spent. Mayor Cooper stated that those concerns will be addressed. Brad Myhre stated that the goal is to prioritize the streets in need and develop a long term plan. It helps when applying for grants. He does know that NJDOT likes to see studies. It helps ratings in administering grants. Seth A. Grossman noted that we could ask the engineer come explain what the plan is, what he will do and how the report will be generated. Council does not have as much information as we should have. On motion by Brad Myhre, seconded by Cathy Leach and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the adoption of Ordinance #740 as follows:

BOROUGH OF FRENCHTOWN

ORDINANCE #740

AN ORDINANCE TO PROVIDE FOR THE ENGINEERING OF THE STREET SURVEY FOR ROADWAY EVALUATIONS FOR THE BOROUGH OF FRENCHTOWN, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$11,850.00 FROM THE CAPITAL IMPROVEMENT SURPLUS FUND.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRENCHTOWN IN THE COUNTY OF HUNTERDON, NEW JERSEY, AS FOLLOWS:

Section 1. The improvement described in Section 2 of the ordinance is hereby authorized as a general improvement to be made or acquired by the Borough of Frenchtown, New Jersey. For the said improvement or purposes described in Section 2, there is hereby appropriated the sum of \$11,850.00, said sum being inclusive of all appropriations heretofore made therefore.

Section 2. The Borough of Frenchtown hereby authorizes the engineering of the Street Survey for Roadway Evaluations for the Borough of Frenchtown.

Section 3. It is hereby determined and stated that the undertaking of the aforesaid work, acquisition or improvement is not a current expense of the Borough of Frenchtown, but rather a capital expense and the Borough of Frenchtown's estimated cost of said work, acquisition or improvement is \$11,850.00.

Section 4. The sum of \$11,850.00 is hereby appropriated for said purpose. The funding is provided by appropriating \$11,850.00 from the Capital Improvement Surplus Fund of the Borough of Frenchtown for said purpose as required by law and now available therefore in one or more previously adopted budgets.

Section 5. No debt of any kind is authorized for this undertaking.

Section 6. This ordinance shall take effect immediately upon adoption according to law.

Warren E. Cooper, Mayor

Date

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Ordinance #741 – Amendment to the 2013 Salary and Wage Ordinance for Borough Officials and Employees (Adoption)

On motion by Brad Myhre, seconded by Cathy Leach and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the adoption of Ordinance #741 as follows:

ORDINANCE # 741

**AN ORDINANCE
TO AMEND THE SALARY & WAGES
OF THE CERTAIN BOROUGH OFFICIALS AND EMPLOYEES FOR THE YEAR 2013**

BE IT ORDAINED by the Mayor and Common Council of the Borough of Frenchtown as follows:

1. The following salary rates for the year 2013 are hereby amended for the following designated officials and employees of the Borough of Frenchtown:

Full-time Police Patrolman -----	\$	19.61
Full-time Police Patrolman - OT-----	\$	29.41

This Ordinance shall take effect immediately upon Final Passage and action as required by law.

Warren E. Cooper, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Ordinance #742 – Amendment to the 2013 Salary and Wage Ordinance for Officials and Employees of the Joint Municipal Court of the Delaware Valley (Adoption)

On motion by Brad Myhre, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the adoption of Ordinance #742 as follows:

ORDINANCE # 742

**AN ORDINANCE
TO AMEND THE SALARY & WAGES
OF CERTAIN OFFICIALS AND EMPLOYEES
OF THE JOINT MUNICIPAL COURT OF THE DELAWARE VALLEY
FOR THE YEAR 2013**

BE IT ORDAINED by the Mayor and Common Council of the Borough of Frenchtown as follows:

1. The following salary rates for the year 2013 are hereby amended for the following designated officials and employees the Joint Municipal Court of the Delaware Valley:

Clerical Assistant----- \$ 10.73

This Ordinance shall take effect immediately upon Final Passage and action as required by law.

Warren E. Cooper, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Ordinance #736 – An Ordinance to amend Chapter 7 of the Frenchtown Code Establishing a Speed Limit of 25 miles per hour on Milford Road in the Borough of Frenchtown (Introduction)

Brad Myhre complimented William Sullivan with the work on this ordinance. The ordinance was reviewed by the school and they were okay with it. On motion by William Sullivan, seconded by Jack Opdyke and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the introduction of Ordinance #736 as follows:

BOROUGH OF FRENCHTOWN

ORDINANCE #736

AN ORDINANCE TO AMEND CHAPTER 7 OF THE FRENCHTOWN CODE ESTABLISHING A SPEED LIMIT OF 25 MILES PER HOUR ON MILFORD ROAD IN THE BOROUGH OF FRENCHTOWN

BE IT ORDAINED by the Mayor and Common Council of the Borough of Frenchtown, in the County of Hunterdon, as follows:

Chapter 7 of the Code of the Borough of Frenchtown is hereby amended to add the following:

Section 7-29 Speed limits

That the speed limits for both directions of traffic along the following named street be established as follows:

<u>Name of Street</u>	<u>Limits</u>	<u>Speed Limit</u>
Milford Road	Between Race Street and Twelfth Street	25 MPH
Milford Road	Between Eighth Street and Tenth Street Monday through Friday 8:00 am – 4:00 pm	15 MPH

BE IT FURTHER ORDAINED THAT:

Regulatory and Warning signs shall be erected and maintained to effect the above designated speed limit.

This ordinance shall take effect upon final passage and publication in accordance with law.

Warren E. Cooper, Mayor

Brenda S. Shepherd, RMC
Borough Clerk

NEW BUSINESS

2014 Calendar

Mayor Cooper stated that he would like us to consider to continue moving in the direction to have one meeting a month with the request that we make more formal our committee meeting schedules.

He thinks we need to have more inputs from the committees and how work gets done. He would like to here the Council's input on the idea. Council agreed it would be helpful. Mayor Cooper stated that he has another recommendation for the 2014 calendar. He would like to have department heads be responsible to appear before Council quarterly or every 4 months. There would be direct communication with Council from the people overseeing the departments which would include the Police Chief, the Sewer Plant Operator, the DPW supervisor and the CFO. Michele Liebttag also asked for the Fire Company to be included. William Sullivan requested that the reports be set for the beginning of the meeting, before or after the public comments so that we are not burdening them to stay all night.

OLD BUSINESS

Recycling – Food Waste recycling

Mayor Cooper stated that there is nothing new to report.

George Michael property

Mayor Cooper stated that the Borough will be getting an update at the next meeting on December 18th.

Wastewater Treatment Plant Facility update

Mayor Cooper noted that we will get an update under Committee reports.

Philadelphia University Sustainable Design project

Mayor Cooper reported that tomorrow night at 6:30 pm, the students will be here in town making their presentation of two plans they developed. Mayor Cooper invited everyone to attend. Seth A. Grossman requested a copy of their presentation.

Kingwood Avenue Sewer Pipe Project -

Jack Opdyke reported that the work is done. He asked who will restore the access on Sargent Russell's property. One way or another we had to access his property. Do you want to have the contractor restore it or DPW. Mayor Cooper recommended that we check with Engineer Burr. He believes there was an expectation that the contractor that worked on the prior job was to restore it. If it was not done correctly, they should return to do it.

Borough Administrator update

Mayor Cooper reported that the Administrative Committee has met and reviewed the 20 applications that came in and will begin to meet with them. We have decided on 3 finalist this week. We will have a better idea of what they are capable of doing for us and any recommendations and what kind of salaries they are looking for. We will have another update with more details.

Business District Improvements

Seth A. Grossman reported that we have finished putting together the plan and are in the process of putting together a presentation. It is taking more time to move through the committee process. We are sending it to Engineer Burr this week so he can review it. It is a long process. Once the committee approves it, he will send a copy to the Council and he will send comments from the presentation to the public.

COUNCIL COMMENTS/COMMITTEE REPORTS

Seth A. Grossman reported that he is working with the Frenchtown Business and Professional Association to get granting capability together. It is an electronic granting program. You have to apply electronically and the Frenchtown Business and Professional Association has to be a bona fide agent. That is required for the State and public funds. We spent a month getting that together. There are no grants available at the moment. We are looking for tourism and marketing grants. The Business and Professional Association takes out a full page add in the Bucks County Harol. We are working on how to advertise and market.

Brad Myhre reported that the front door on the Police building is in terrible shape. We need to get that repaired.

Brad Myhre also reported that the black and white patrol car has an oil leak and the Expedition has a blown head gasket. The estimated repair for that is \$2,500.00. He told the Chief to hold off on repairing both vehicles.

Jack Opdyke noted that he will read the email he received today from Chinoy John. He asked to have a report in his hand by tonight but it came by email this afternoon. On the operations building, the truss, decking and blower, blower piping, and inside block wall they are working on currently. The oxidation ditch walls will be complete and side concrete landing will be complete after the sheathing comes off. The headworks building is in progress. The completion is dependent upon subsurface findings. The clarifier equipment installation is in progress. The site work on the duct bank is 70% complete. All the above work will be completed by December but dependent on the weather, subsurface conditions, subcontractors, and availability of information and drawings. Work done this month is not limited to the items mentioned above. There will be a other activities happening simultaneously. He also noted that there was a question about moving the trees at the DPW building. Work will include labor, equipment, materials, overhead and profit. They are open to discussion in a cordial manner with no lengthy emails. Responding to William Sullivan, Jack Opdyke noted that the trees were planted where they were to be planted. William Sullivan recommended that the Borough move them ourselves or let the Shade Tree Commission handle it. Jack Opdyke recommended that we wait until all Certificates of Occupancies are done so there is no questions with site plan. He added that the issue is that the trees are right under the power lines. William Sullivan noted that the trees are where they are called to be. The trees fall under the auspice and control of the Shade Tree Commission and if the Shade Tree Commission maintains them, the liability is covered by the State. He will look at it. Seth A. Grossman stated that he was not at the last sewer advisory committee meeting and we are dealing with the sewer rate issues. He put together the sewer rate committee draft ordinance that we worked on before and gave it to Adam Liebttag. Mayor Cooper noted that the entire meeting was about the sewer plant, the project and the status of the project, and questions answered by Victor Gilardi. Seth A Grossman noted that as to the sewer rates, according the Montgomery ordinance, you have to give the property owners a year to fix leaks that they have. You are going to be billing on usage. We want to encourage them to fix the leaks because it helps with maintenance of the system. William Sullivan stated that the houses he takes care of get charged sewerage by water usage. Each of them have a proviso to put in alternate water meters so that irrigation and the pool will be separate. Seth A. Grossman noted that at the municipality level, the sewer rates are done in winter months. It is not fair to use summer months for people who water lawns, etc. William Sullivan stated that it is not fair for the people who use more water in the winter time. We should looking into billing strictly off the water usage and the people who water their lawns get an alternate meter which is not that expensive.

Michele Liebttag stated that we are having a meeting tomorrow with members of the Environmental Commission, the Green Team, Mike Reino, the Mayor and herself to discuss the recycling center and the direction we can take it.

Michele Liebttag reported that the Frenchtown Fire Department will be having Santa on Saturday, the 14th at 7:00 pm. There is no charge to the public. Mayor Cooper noted that Santa will also be here on the 7th, on the 8th with the Business Association and at Yellow Dog everyday.

Michele Liebttag stated that she needs to follow up on the Borough party with the Frenchtown Fire Department. She does not know if Borough employees desire to drive to Frenchtown on Saturday. They are looking at the weekend of the 21st at the National Hotel. She does not know if it works for the staff. She has not heard back from Patty Atheras.

William Sullivan reported that we were able to pick up all the leaves. Cathy Leach added that Mike Reino will make another pass. William Sullivan stated that DPW was able to keep the machine working on 3 cylinders and we got a leaf vac from the County for a week. Mike Reino is incredibly grateful for the new employee. He is working out great. They can get a lot more done with three. He sends his thanks.

William Sullivan stated that he wants to discuss the George Michael project and Third Street. Because of the way Railroad Avenue came around the corner onto Third Street, the Borough paved further over to the George Michael project but still within the right of way. He will not be able to put a sidewalk in on that side. We are trying to get all of Third Street improved with a gutter on the south side to connect to the north side and perhaps a sidewalk on the other side. There is no room for a sidewalk on the south side. Responding to Brad Myhre as to what is George Michael's responsibility pursuant to the Redeveloper's Agreement, William Sullivan noted that George Michael is only responsible to a certain point. There is some work that does not need to be done. Engineer Clerico has come up with a formula that would improve all of Third Street to Harrison Street which is a goal. If we could get it done at once, it makes sense. Mayor Cooper noted that we loss that distance when we made the decision not to cut the tree down on the east side of Railroad Avenue. William Sullivan stated that it is a beautiful oak.

MAYOR'S COMMENTS

Mayor Cooper noted that he wanted to call to the attention of the Council the email that we got from Attorney Cruz regarding marriage ceremony donations. Mayor Cooper noted that he has been asked to officiate a number of weddings. However, recently he learned that the County Clerk has been seeking and getting donations to various organizations such as the food bank and the Women's Crisis center. The communication we got from Attorney Cruz says that we can not ask for a specific amount or that a donation be made to a specific charity without passing an ordinance and getting it to come through the town. There is nothing in his reading of this for him to request that they consider making a donation. He can suggest that they make a donation but can not require that they make it to a particular entity. He can suggest that they make a donation to the Frenchtown Food Bank. Responding to Cathy Leach, Mayor Cooper stated that he will take a list of suggestions. Cathy Leach will make a list. Mayor Cooper commented that the goal is to keep the money in Frenchtown. He added that he has been asked to perform marriage ceremony at the Prudential Center during a hockey game. He is hoping that the couple will make a donation.

Mayor Cooper noted that the Administrative Committee began the 2014 budget development process, met with Diane Laudenschlager earlier this week to get a fix on where we will end up this year. There is not as good a prospect of budget surplus as projected because of the health benefits. We will probably end up in the black. It also looks like we will end up where we were last year with tax receivables. We will continue to try to figure out ways to up our collection rate. We have asked our department heads to come up with spending request for 2014. We will bring those requests into the process and will be reporting as we go forward.

Mayor Cooper stated that we may have reason to call a special meeting on December 30th if we can not get the ordinance published. If we can get the ordinance into the daily paper, we can adopt it on December 18th.

Mayor Cooper asked the Council members to prepare a presentation about things they learned or gained at the League of Municipalities convention. He asked Council to be prepared to share it at the December 18th meeting.

As to the Hunterdon Tricentennial, Mayor Cooper called everyone's attention to the fundraiser on December 7th from 10:00 am to 12:00 pm. Seats are limited. The artists supply the paint brushes.

Mayor Cooper stated that we took advantage of Black Friday and picked up a bunch of computers that we set money aside for. We were also able to get two of the larger monitors. We will recommend using the best of the current four in the future. The total cost was \$2,400.00.

Mayor Cooper mentioned the Thanksgiving event held at Lovin' Oven last Tuesday night. Dana provided dinner. It was an open invitation to everyone to get everyone together to break bread together with the opportunity to share with members of the community who are less fortunate. About 150 people turned out. They are talking about doing something similar in the spring. Items were also donated and shared

Mayor Cooper asked Cathy Leach and Jack Opdyke if they would like to be sworn in on January 1st. He noted that we have a meeting on January 2nd. Cathy Leach and Jack Opdyke responded that they will wait until the January 2nd meeting.

Mayor Cooper stated that he wanted to talk about a couple of things that involve the County Division of Health. He reached out to Tadhg Rainey about the animal control resolution that we passed and the County is actually inclined to do that if they can figure out what to do with the animals because they have to shelter those animals. They are working on that. Mr. Rainey also told him that any changes to providing municipal services will not affect services that Frenchtown is already receiving.

Mayor Cooper reported that he met with the Mayor of Holland and a member of the Alexandria Township committee, the judge and court administrator to talk about costs. They are proposing a budget that will not increase that much. We will talk about that in Administrative Committee meeting. If we agree to their changes, the cost will go down for Frenchtown because our percentage went down during 2013. Brad Myhre asked if there was any chance that Milford will come back? Mayor Cooper stated that he will reach out to the Mayor of Milford.

Responding to Mayor Cooper, Cathy Leach noted that she spoke with Mike Reino about a list of DPW services and they are suppose to get together. Mike Reino will get back to her to schedule a time.

Mayor Cooper stated that the Council may not be aware of a grant that the County received from the North Jersey Transportation Planning Authority to develop a County wide economic plan. Mayor Cooper noted that he made a big push a few months ago to be part of that effort. Freeholder Holt announced that Mayor Cooper will be a part of it. Mayor Cooper stated that he wanted to make sure Frenchtown's concerns are represented.

Mayor Cooper announced that we have a volunteer in the community who has offered to help write and identify grants. It is Patricia McComas, the wife of Chris McComas who has been willing to do the updates to the Borough website. Mayor Cooper noted that he met with Mr. McComas on Saturday to identifying what needs to be done to get changes made to the website that need to be done. Anyone is welcome to assist.

Mayor Cooper noted that he spoke to Robb Arent during the Menorah Ceremony reminding him that he offered to frame the Hunterdon 300th Anniversary photo for the Borough. He has agreed to do so.

CORRESPONDENCE

None were discussed.

EXECUTIVE SESSION

Contract negotiations – Tomar Construction LLC

Mayor Cooper stated that the Council will have to go into executive session for 1 item. On motion by Jack Opdyke, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved to go into executive session at 8:50 pm and approved Resolution #2013-106 as follows:

RESOLUTION #2013-106

EXECUTIVE SESSION RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Borough Council is of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Frenchtown in the 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. Contract negotiations – Tomar Construction LLC
3. The Borough Council may take official action on those items discussed in Executive Session upon completion of the Executive Session.
4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

Borough of Frenchtown

By _____
Warren E. Cooper, Mayor

Dated: December 4, 2013

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

The Council came out of executive session at 9:23 pm.

Mayor Cooper asked Clerk Shepherd for a report.

Clerk Shepherd report that Daniele Lattig just received notification from the State that she has passed her Tax Collector's Certification exam.

ADJOURNMENT

Being no further business to come before the Mayor and Council, a motion was made by Michele Liebttag, and seconded by William Sullivan to adjourn the meeting at 9:23 p.m. Motion carried by favorable voice vote.

Respectfully submitted,

Brenda Shepherd, RMC
Borough Clerk