

**CALL TO ORDER**

Mayor Warren Cooper called the meeting to order at 7:30 p.m. and stated that in compliance with the "Open Public Meetings Act" this Meeting was duly noticed to the Hunterdon County Democrat on January 2, 2014 and the Express Times on January 2, 2014; 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 January 2, 2014.

**FLAG SALUTE**

Mayor Cooper asked everyone to stand for the flag salute.

**CERTIFICATION OF ELECTION & OATH OF OFFICE**

Borough Clerk, Brenda S. Shepherd, noted that the County Board of Canvassers determined that at the Election held on 11/4/13 Cathy Leach and Jack Opdyke were duly elected members of the Common Council for a full term. Municipal Clerk, Brenda Shepherd, administered the Oath of Office to elected Councilwoman Cathy Leach and she accepted her Oath of Office. The Council congratulated her.

Mayor Cooper reported that Jack Opdyke is not here this evening. He decided to celebrate his reelection in Costa Rica. He will be sworn in at the next meeting.

**ROLL CALL**

Present for the Meeting:

Seth A. Grossman (by phone from 8:36-8:48 pm)  
Cathy Leach  
Michele Liebttag  
Brad Myhre  
William Sullivan

Absent from Meeting:

Jack Opdyke

Attorney Albert Cruz, and Borough Clerk, Brenda S. Shepherd, were present for the Meeting. 1 member of the public was also present.

**APPROVAL FOR RAFFLE LICENSE FOR POST #113 OF THE AMERICAN LEGION**

Mayor Cooper asked that item (a) under New Business be moved up on the agenda since Rich Callanan from the American Legion is here this evening. On motion by William Sullivan, seconded by Cathy Leach and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the Raffle License application for Post #113 of the American Legion for January 1<sup>st</sup> and July 4<sup>th</sup>, 2014.

**MAYOR'S COMMENTS**

Mayor Cooper reported that the Borough has entered into an agreement for a new police cruiser. At Brad Myhre's suggestion, he has reached out to Ford Credit to see if we shifted around the

January 6, 2014

payments if we could save money and he also asked them to drop the \$500.00 underwriting fee. Ford Credit agreed to both and it will save the Borough a little over \$1,500.00.

Mayor Cooper also reported that each year, the Borough enters into new agreement with the Joint Court. Some of our expenses are based on usage, report based on ticket percentages relative to the other municipalities. In recent years, it has been getting higher. This past year we paid 71.5% of the cost. Going forward in 2014, our percentage will be 57.63% which we hope will save us a significant amount.

Mayor Cooper noted that one of the item on the agenda is the Holiday calendar. He was asked by Brenda Shepherd if the Council would consider the day after Christmas a holiday for 2014. He would like to have that discussion and come to a decision by February. There is not an official precedent to change the holiday calendar for that day.

Mayor Cooper noted that as to the Professional contracts, the only contract that will be awarded tonight that has an increase is the auditor which will increase about \$540.00. All other professionals' hourly rates have stayed the same. We have not heard from Engineer Clerico yet with his proposal.

Mayor Cooper noted that the meeting calendar has the 2015 Reorganization meeting listed for January 7, 2015. Given our experience this year with the weather, he would like Council to consider moving it to Friday, January 2<sup>nd</sup> or Monday, January 5<sup>th</sup>. Council recommended that it be Monday, January 5, 2015. Attorney Cruz noted that you will make an amendment to Resolution #2014 -02 changing the reorganization and regular meeting from Wednesday, January 7<sup>th</sup> to Monday, January 5, 2015 at the same time.

Mayor Cooper stated that he would like to make the observation that as strange as this winter has been, we have gotten a lot of snow and ice and he would like to commend the DPW in keeping our streets and parking areas safe. They have done a great job preparing for the storms and removing snow during the storms and the follow up. Every street had lots of parking spaces cleared. He wanted to publically thank Mike Reino and his crew for that.

Mayor Cooper noted that he bumped into former Councilman Robb Arent and he has framed the Hunterdon 300<sup>th</sup> Anniversary picture that the Borough purchased.

Mayor Cooper noted that on the chair facing the audience is a large format proposal for the Village at Regal Landing. It is not in the Borough of Frenchtown. It is mostly in the Borough of Milford and part in Alexandria Township. It is the old paper mill site. There is a group of investors thinking of promoting a health care and residential continuing care retirement community. They are looking for some support. Mayor Cooper added that he met with one of the people, Doctor Bo Hann. Brad Myhre stated that it is an interesting proposal and unique to the County because we would have an extension of the Hunterdon Medical Center, expanding their existing facility that is there. You would also have assisted care and an end of life facility with some housing, and some

January 6, 2014

recreational activities. The EPA would force a clean up beyond industrial standards. Mayor Cooper stated that they would also like to postpone the notion of removing the rail line that has been completely abandoned. The notion they have is that if they repair the rails or make them operable, all the debris from the removal of the old plant will not have to be loaded into thousands of trucks and transported over our roads. Brad Myhre stated that the one potential perk for Frenchtown which his boss is advocating for it is the expansion of the County Library system to create a western district library. It would service Frenchtown, Milford, Holland and Alexandria. It would be accessible from the bike path as well as the roads. The County had a Master Plan that called for that. Subsequently, the ultimate goal of the County Library was to expand into this area. Mayor Cooper acknowledged that as much as it would bring jobs in, it would also put additional stress on our infrastructure. Frenchtown is the major route to get to that spot.

Mayor Cooper reported that the County has begun working toward a county wide economic development effort. He is Frenchtown's representation. He would like to be on the executive committee.

Mayor Cooper noted that he will be asking for a nomination for Council President. He expressed appreciation for Brad Myhre's effort over the last two years. Brad Myhre has done a great job and helped him tremendously. He would not be uncomfortable if the Council wanted Brad Myhre to remain as Council President.

Mayor Cooper stated that William Sullivan has not asked to be taken off the Planning Board and confirmed with William Sullivan that he wishes to remain on the Planning Board. William Sullivan affirmed. Mayor Cooper also stated that he would like to continue Jack Opydke and Seth A. Grossman in their roles as co-commissioners of sewer. He added that the Borough also needs to prepare for negotiating with the police for contracts. He does not know if we need three people on that committee. He does not want to be on that committee and Michele Liebttag cannot be on that committee. He would like Brad Myhre as commissioner to be on that committee. We are looking for a second member for the committee. Attorney Cruz stated that it is an Ad Hoc Committee and does not have to be a member of the Council. You can have one, two or three on the committee, it depends what your style is. You hope negotiations are short and that someone from the Council is there. Responding to Michele Liebttag, Attorney Cruz stated that he does not have to be at the negotiations. That is something that will have to be discussed. Mayor Cooper stated that he would like there to be two on that committee. He invites anyone from the Council to let him know if you want to serve on that committee. Mayor Cooper added that he has asked all the members on the environmental, shade, planning, and library commissions whose terms that have expired to stay on. And, no one on the Council has expressed a desire to change from existing committees or assignments. He hopes everyone continues and commented that everyone is doing a great job.

Mayor Cooper noted that when we talked about having one regular meeting a month, we talked about bringing in department heads, committee chairs and members of other Borough bodies to report directly to Council so we have an opportunity to ask questions to those we ask to get things done and it will also give them an opportunity to bring problems to us and concerns that they have.

January 6, 2014

He has put together a quick schedule and we will let people know far in advance that we expect them to be there. He has laid out the next 11 months. If you have any recommendations, let him know. Brad Myhre noted that potentially April would be hard to host another event with the Frenchtown Board of Education appearing. They have presented anywhere from 15 minutes to an hour. Mayor Cooper commented that the public no longer votes on the school budget. He will ask the school to give the Council the presentation ahead of time and be available for questions. In addition, if his schedule works, he will try to attend their board meetings.

### **ELECTION OF COUNCIL PRESIDENT & OATH OF OFFICE**

A motion was made by William Sullivan to nominate Brad Myhre for Council President for 2014. The motion was seconded by Cathy Leach and carried by favorable voice vote. Having no other nominations, a motion was made by Michele Liebttag and seconded by Cathy Leach to close nominations. A motion was made by Cathy Leach and seconded by Michele Liebttag to elect Brad Myhre as Council President for 2014. The Common Council unanimously elected Brad Myhre as Council President for 2014. Clerk Shepherd administered the Oath of Office for Council President to Brad Myhre and he accepted his Oath of Office. The Council congratulated Brad Myhre.

### **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. William Sullivan requested that Resolution #2013-02 be pulled from the consent agenda and addressed under resolutions.

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 Resolutions #2014-01 through Resolutions #2014-15 and Resolution #2014-17 through Resolution #2014-21 as follows:

### **R E S O L U T I O N #2014-01**

#### **2014 Temporary Budget**

WHEREAS N.J.S.A.40A:4-19 of the Local Budget Law provides that where any contract, payments or commitments are to be made prior to the final adoption of the 2014 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided;

WHEREAS the date of this Resolution is within the first thirty days of January 2014,

WHEREAS one-fourth of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and

public assistance, is the sum of \$331,587.00 and in the 2013 Sewer Budget is \$117,090.25.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that the following shall be the Temporary Budget for the Borough of Frenchtown for the year beginning January 1, 2014, and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records:

<u>APPROPRIATION</u>	<u>BUDGET</u>	<u>AMOUNT</u>
	Administration & Executive:	
Salary & Wage		\$15,500.00
Other Expense		\$2,000.00
	Governing Body	
Salary & Wage		\$2,000.00
Other Expense		\$2,000.00
	Financial Administration:	
Salary & Wage		\$2,200.00
Other Expense		\$4,000.00
	Audit Services	
Other Expense		\$10,000.00
	Assessment of Taxes:	
Salary & Wage		\$2,200.00
Tax Map Maintenance		\$1,000.00
Other Expense		\$100.00
	Collection of Taxes:	
Salary & Wage		\$3,850.00

FRENCHTOWN BOROUGH COUNCIL  
January 6, 2014

Minutes of Meeting

Other Expense \$1,500.00

Legal Services:

Other Expense \$9,000.00

Municipal Court:

Salary & Wage \$17,200.00

Other Expense \$2,000.00

Prosecutor:

Salary & Wage \$2,500.00

Engineering:

Other Expense \$1,000.00

Public Buildings &  
Grounds:

Other Expense \$3,000.00

Planning/Zoning  
Board:

Salary & Wage \$6,100.00

Other Expense \$1,500.00

Insurance:

Other Expense \$18,000.00

Worker's  
Compensation  
Insurance:

Other Expense \$7,000.00

Group Insurance:

Other Expense \$28,000.00

	Shade Tree Commission:	
Salary & Wage		\$180.00
Other Expense		\$500.00
	Fire Hydrant Service:	\$4,500.00
	Fire Miscellaneous:	
Salary & Wage		\$500.00
Other Expense		\$1,250.00
	Emergency Management	\$100.00
	First Aid Organization	
Other Expense		\$1,500.00
Other Companies		\$6,000.00
	Police:	
Salary & Wage		\$55,000.00
Other Expense		\$16,000.00
	Streets & Roads:	
Salary & Wage		\$25,000.00
Other Expense		\$5,000.00
	Utilites:	
	Electricity	\$3,000.00
	Fuel Oil	\$3,000.00
	Gas/Diesel	\$5,000.00

FRENCHTOWN BOROUGH COUNCIL  
January 6, 2014

Minutes of Meeting

	Telephone	\$4,000.00
	Water	\$150.00
	Street Lighting:	\$4,000.00
	Garbage Removal:	\$3,000.00
	Garbage Removal/Contractual	\$13,000.00
	Board of Health:	
Salary & Wage		\$1,100.00
Other Expense		\$200.00
	Aid to Library:	
Salary & Wage		\$2,300.00
Other Expense		\$800.00
	Parks & Playgrounds:	
Other Expense		\$1,000.00
	Contribution to Social Security:	\$10,000.00
	State Disability Ins	\$500.00
	Unemployment Insurance	1
	Total Temporary Appropriations	<u>\$308,231.00</u>
	Green Trust Payment	\$15,000.00
	Interest Payment on Bonds	\$3,587.50



**Sewer Utility**

Salary & Wages	\$52,500.00
Other Expenses	\$30,000.00
Audit Services	\$3,000.00
Liability Insurance	
Group Insurance	\$9,000.00
Worker's Compensation Ins.	\$5,000.00
Social Security System	\$4,000.00
S.D.I.	\$300.00
Total Temporary Appropriations	<u>\$103,800.00</u>
Interest Payment on Bonds	\$2,152.50

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Warren E. Cooper, Mayor

Attest:

January 6, 2013

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Brenda S. Shepherd, RMC  
Borough Clerk

**R E S O L U T I O N #2014-02**

**Annual Meeting Dates**

BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., that the following regular meetings be scheduled for 2014, and the Reorganization meeting in January 2015:

- Wednesday, January 2
- Wednesday, February 5
- Wednesday, March 5
- Wednesday, April 2
- Wednesday, May 7
- Wednesday, June 4
- Wednesday, July 2
- Wednesday, August 6
- Wednesday, September 3
- Wednesday, October 1
- Wednesday, November 5
- Wednesday, December 3
- Monday, January 5, 2015 – Reorganization and regular

BE IT FURTHER RESOLVED that all meetings will be held at Borough Hall, 29 Second Street, Frenchtown, NJ, 08825 at 7:30 PM prevailing time,

BE IT FURTHER RESOLVED that notice of this schedule be published in the January 9, 2014 issue of the Hunterdon County Democrat.

Borough of Frenchtown

By \_\_\_\_\_  
Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

\_\_\_\_\_  
Brenda S. Shepherd, RMC  
Borough Clerk

**R E S O L U T I O N #2014-03**

**Designation of Official Newspaper**

BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that pursuant to N.J.S.A. 40:53-1 et seq. The Hunterdon County Democrat be designated as the Official Newspaper. Official notices may also be published in the Express Times, the Newark Star Ledger, and the Courier News to meet time requirements.

Borough of Frenchtown

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION 2014-04**

**Payment of Taxes & Utilities**

BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that taxes and sewer rent shall be collected quarterly on February 1, 2014; May 1, 2014; August 1, 2014 and November 1, 2014 and that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax and/or sewer rent was payable until the date of actual payment. There will be a ten day grace period after which unpaid taxes and/or sewer rent will be charged interest from the due date.

BE IT FURTHER RESOLVED that, pursuant to statute, if a tax and/or sewer rent delinquency is over \$10,000.00 at the end of the year, an additional flat penalty of 6% per annum shall be imposed.

BE IT FINALLY RESOLVED THAT this Resolution shall be published in the January 9, 2014 issue of The Hunterdon County Democrat.

Borough of Frenchtown

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Warren E. Cooper, Mayor

January 6, 2014

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION #2014-05**

**Authorization to Cancel Property Tax Credits and Delinquencies**

WHEREAS the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey have been informed by the Tax Collector that from time to time there are property tax credits or delinquencies on certain property located within the Borough of Frenchtown, and

WHEREAS pursuant to N.J.S.A. 40A:5-17.1 a Resolution may be adopted by the governing body of a municipality authorizing a municipal employee to process without further action on the part of the governing body the cancellation of any property tax credit or delinquency of less than \$10.00,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that the Tax Collector be authorized to cancel any property tax credit or delinquency of less than \$10.00 without further action on the part of the Mayor and Borough and that such action be noted in the Tax Duplicate for the Borough of Frenchtown.

Borough of Frenchtown

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION #2014-06**

**Authorization for Tax Assessor to File Corrective Appeals**

WHEREAS the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, have been informed by the Tax Assessor that from time to time errors are made in computing the tax assessment covering certain property located within the Borough of Frenchtown and appeals need to be filed, and

WHEREAS the Mayor and Council desire to authorize the Municipal Attorney to file appeals to correct such errors on the Borough's behalf with the Hunterdon County Board of Taxation, and

WHEREAS the Tax Assessor or Municipal Attorney are called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations on appeals,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that the Municipal Attorney of the Borough of Frenchtown be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation concerning those properties wherein errors have been made and to sign stipulations of appeals on behalf of the Borough of Frenchtown which he feels are proper and in the best interests of the Borough of Frenchtown, and,

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, hereby authorize the Municipal Attorney or the Tax Assessor of the Borough of Frenchtown to represent the Borough of Frenchtown in defense of appeals filed with said Board and to sign stipulations on appeals on behalf of the Borough of Frenchtown which they feel are proper and in the best interests of the Borough of Frenchtown.

BE IT FURTHER RESOLVED that the Tax Assessor send copies of such corrected assessments to the individuals involved.

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Warren E. Cooper, Mayor  
Borough of Frenchtown

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION #2014-07  
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN  
ATTORNEY TO SERVE AS BOROUGH COUNSEL**

**WHEREAS**, the Borough of Frenchtown has a need to acquire an Attorney to serve as Borough

Counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Mayor and Common Council has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is up to 1 year; and

**WHEREAS**, Albert E. Cruz from the law firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, David & Lehrer, P.C. has submitted a proposal dated 11/21/13 indicating they will provide that attorney services for the amount of \$130.00 per hour, not to exceed \$250.00 per meeting and \$175.00 per hour for litigation; and

**WHEREAS**, has completed and submitted a Business Entity Disclosure Certification which certifies that Albert E. Cruz from the law firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, David & Lehrer, P.C has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Albert E. Cruz from the law firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, David & Lehrer, P.C from making any reportable contributions through the term of the contract, and

**WHEREAS**, the value of the contract for 2014 will not exceed \$20,000.00; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Mayor & Common Council of the Borough of Frenchtown authorizes the Borough to enter into a contract with Albert E. Cruz from the law firm of DiFrancesco, Bateman, Coley, Yospin, Kunzman, David & Lehrer, P.C as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on January 9, 2014.

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Warren E. Cooper, Mayor

Dated: January 6, 2014

Attest:

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Brenda S. Shepherd, RMC

**RESOLUTION #2014-08**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN**  
**ATTORNEY TO SERVE AS BOROUGH CONFLICT COUNSEL**

**WHEREAS**, the Borough of Frenchtown has a need to acquire an Attorney to serve as Borough Conflict Counsel as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the anticipated term of this contract is up to 1 year; and

**WHEREAS**, Stem & Cole has submitted a proposal dated 12/13/13 indicating they will provide that attorney services for the amount of \$125.00 per hour for services plus out of pocket expenses; and

**WHEREAS**, Douglas A. Cole of Stem & Cole has completed and submitted a Business Entity Disclosure Certification which certifies that Stem & Cole has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Stem & Cole from making any reportable contributions through the term of the contract, and

**WHEREAS**, the value of the contract for 2014 will not exceed \$5,000.00; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Mayor & Common Council of the Borough of Frenchtown authorizes the Borough to enter into a contract with Stem & Cole as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on January 9, 2014.

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Warren E. Cooper, Mayor

Dated: January 6, 2014

Attest:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION #2014-09**  
**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN ENGINEER  
TO SERVE AS BOROUGH ENGINEER**

**WHEREAS**, the Borough of Frenchtown has a need to acquire an Engineer to serve as Borough Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the anticipated term of this contract is up to 1 year; and

**WHEREAS**, William H. Burr IV of Maser Consulting PA has submitted a proposal dated 12/20/13 indicating they will provide engineering services for the amount of \$135.00 per hour; and

**WHEREAS**, William H. Burr IV of Maser Consulting P.A. has completed and submitted a Business Entity Disclosure Certification which certifies that Maser Consulting P.A. has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Maser Consulting P.A. from making any reportable contributions through the term of the contract, and

**WHEREAS**, the value of the contract for 2014 will not exceed \$1,500.00 or as authorized by specific Resolution of the Council; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Mayor & Common Council of the Borough of Frenchtown authorizes the Borough to enter into a contract with William H. Burr IV of Maser Consulting P.A. as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon County Democrat on January 9, 2014.

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Warren E. Cooper, Mayor

Dated: January 6, 2014



Attest:

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION #2014-10  
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN  
ACCOUNTANT TO SERVE AS BOROUGH AUDITOR**

**WHEREAS**, the Borough of Frenchtown has a need to acquire an Accountant to serve as Borough Auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Mayor and Common Council has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year; and

**WHEREAS**, Warren M. Korecky of Suplee, Clooney & Company has submitted a proposal dated 12/11/13 indicating they will provide that auditing services for the amount not to exceed \$19,540.00 and additional charges from \$75.00 to \$175.00 per hours for special services; and

**WHEREAS**, Warren M. Korecky of Suplee, Clooney & Company has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney & Company has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Suplee, Clooney & Company from making any reportable contributions through the term of the contract, and

**WHEREAS**, the value of the contract for 2014 will not exceed \$19,540.00; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this annual contract as required pursuant to N.J.A.C. 5:30-5.

**NOW THEREFORE BE IT RESOLVED** that the Mayor & Common Council of the Borough of Frenchtown authorizes the Borough to enter into a contract with Warren M. Korecky of Suplee, Clooney & Company as described herein; and

**BE IT FURHTER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that notice of this action will be published in the Hunterdon

County Democrat on January 9, 2014.

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Warren E. Cooper, Mayor

Dated: January 6, 2014

Attest:

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Brenda S. Shepherd, RMC  
Borough Clerk

**R E S O L U T I O N #2014-11**  
**P R O F E S S I O N A L C O N T R A C T S**

WHEREAS there exists a need for a Registered Municipal Accountant to serve as Borough Auditor, an Attorney to serve as Borough Attorney, An Attorney to serve as Borough Conflict Attorney, and an Engineer to serve the Borough; and

WHEREAS the Local Public Contracts Law, N.J.S.A. 40:11-1 et. seq. requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contracts themselves must be available for public inspection; and

WHEREAS sufficient funds are available in the 2014 Temporary Budget and will be made available in the 2014 Municipal Budget for the Borough of Frenchtown for such services.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute an agreement with the following persons and/or firms for the year 2014:
  - a. Albert E. Cruz, Attorney, DiFrancesco, Bateman, Coley, Yospin, Kunzman, David & Lehrer, P.C.
  - b. Douglas A. Cole, Conflict Attorney, Stem & Cole
  - c. William H. Burr IV, Engineer, Maser Consulting PA
  - d. Warren M. Korecky, Auditor, Suplee, Clooney & Company
2. These contracts are being awarded as described above without competitive bidding as "Professional Services" as defined under the appropriate section of the Local Public Contracts Law because each of the above mentioned individuals is a member in good standing of his respective profession.
3. Notice of this action shall be printed in the January 9, 2014 issue of the Hunterdon County Democrat.

Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**Resolution 2014-12**

**RETURN CHECK FEE**

WHEREAS NJSA 40:5-18(a) provides that the governing body of a municipality may provide, by resolution or ordinance, for the imposition of a service charge to be added to any account owing to the municipality, if payment tendered on the account was by check or other written instrument which was returned for insufficient funds; and

WHEREAS, NJSA 40:5-18(b) provides that whenever an account owing to a municipality is for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for enforcement of the lien.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council of the Borough of Frenchtown that the service charge for a check or other written instrument returned for insufficient funds is hereby determined and set at \$20.00 per check or other written instrument pursuant to NJSA 40:5-18c; and

BE IT FURTHER RESOLVED that any service charge authorized by this section shall be collected in the same manner prescribed by law for the collection of the account for which the check or other written instrument was tendered. In addition, the governing body may require future payments to be tendered in cash or by certified or cashier's check, NJSA 40:5-18(d).

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**BOROUGH OF FRENCHTOWN**  
**County of Hunterdon, New Jersey**

**Resolution No. 2014-13**

**CASH MANAGEMENT PLAN**

**WHEREAS**, N.J.S.A. 40A:5-14, Local Fiscal Affairs Law, requires that each municipality adopt a Cash Management Plan designed to assure the deposit, investment and proper disbursement of local funds;

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the Borough of Frenchtown does hereby adopt the following Cash Management Plan:

**A. Designation of Depositories**

The following institutions are designated as permissible depositories for the deposit of Borough funds:

TD Bank  
Fulton of New Jersey  
Investors Savings Bank  
PNC  
and any other Federal and State Bank in the State of New Jersey

All depositories must conform to the Governmental Unit Deposit Protection Act (GUDPA) and shall provide a Notification of Eligibility from the State of New Jersey, Department of Banking, on a semi-annual basis. In addition, designated depositories shall maintain maximum FDIC or FSLIC coverage of all Borough funds on deposit.

**B. Deposit of Funds**

All funds shall be deposited within forty eight (48) hours of receipt, in accordance with N.J.S.A. 40A:5-15, into appropriate fund operating accounts. Non-interest bearing operating and capital accounts shall be regularly monitored on a monthly basis by the CFO for the availability of funds being transferred into interest bearing accounts. Debt Service and Trust Accounts shall be maintained in accordance with Federal and State statutes regulating such funds. Payroll, Developers' Escrow deposits and other agency funds, which represent funds of individuals and other organizations held by the Township, shall be deposited in regular, interest bearing accounts unless average daily balance is below \$5,000.00. Grant funds shall be deposited in accordance with regulations of the granting government or agency.

Where compensating balances are required by any designated depository to offset the cost of services provided; an agreement between the Borough and the depository shall be executed, specifying the charge for each service and the balance required to offset each charge. Said agreement shall be reviewed on an annual basis.

**C. Investment Instruments and Procedures**

The Borough may purchase those investments permitted in N.J.S.A. 40A:5-15.1, which include:

- United States Treasury Bonds, Notes and Bills
- U.S. Government Agency and Instrumentality Obligations
- Bonds and other obligations of the Borough of Frenchtown
- Commercial Bank Deposits and Certificates of Deposit
- Savings and Bank Deposits and Certificates of Deposit
- State of NJ and the State of NJ Cash Management Plan

The Borough may purchase other obligations approved by the Division of Investment of the Department of Treasury for investment by local units.

Investments shall be limited to a maturity of not more than one year unless a longer term is permitted by applicable Federal or State regulations. Allowable investments with maturities which extend beyond the end of the Borough's fiscal year shall be permitted only if interest accrued on the investment is credited to the Borough at the end of the fiscal year for the purpose of realizing budgetary revenue.

The purchase of Certificates of Deposit shall be made based on the availability of funds for investment and the analysis of projected cash flows. Bids for Certificates of Deposit will be solicited of at least three designated depositories only if the amount available for investment is \$100,000 or greater. Telephone bids will be solicited by the Chief Financial Officer, or designated staff member. Bidders shall specify the principal amount, interest, rate and maturity of the investment and transmit such bid to the borough by telefax. A check or wire transfer will be made available to the winning bidder on the same business day the bid is awarded.

Where the return on a proposed investment does not exceed the cost of making such investment, the Chief Financial Officer will not make the investment. The Chief Financial Officer shall have the discretion of awarding an investment to the depository wherein the funds reside, should that institution's quoted interest rate be less than other quoted rates, and the differential in interest rates is not more than twenty-five (25) basis points (0.25%), providing that the term of the investment is thirty (30) days or less. The Chief Financial Officer shall have the discretion to reject all bids.

**D. Disbursement of Funds**

All funds shall be disbursed as authorized and directed by the Borough Common Council. The Chief Financial Officer shall, at the beginning of the fiscal year, present to the Borough Council a schedule of debt service, principal and interest payments and , when available a schedule of School Tax payments for the upcoming fiscal year. Upon approval of the schedules of payments by the Borough Common Council, the Chief Financial Officer shall then have the authority to make the following disbursements:

School Taxes  
County Taxes  
Interfunds  
Purchase of Investments  
Debt Service  
Salary and Wages  
Postage

Disbursements shall be executed via electronic wire transfer of funds by the Chief Financial Officer, or designated staff member, when that method of payment is deemed necessary or preferable by the payee, or when the amount of such payment will result in a financial benefit of the Borough of Frenchtown in the form of increased investment income.

**E. Reporting**

The Chief Financial Officer shall, prior to the last day of the month immediately following, present to the Borough Common Council a monthly report of cash receipts and disbursement, subject to reconciliation and periodic adjustments.

**F. Bonding**

The following officials shall be covered by surety bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

Chief Financial Officer  
Tax Collector  
Municipal Court Clerk  
Municipal Court Judge

Staff members of the Department of Finance and Tax Collection not covered by separate surety bonds shall be covered by a Public Employee's Faithful Performance Bond.

**G. Compliance**

The Cash Management Plan of the Borough of Frenchtown shall be subject to the approval of the Borough Attorney, and shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

As stated in N.J.S.A. 40A:5-14, the officials(s) charged with the custody of the Borough funds shall deposit them as instructed by this Cash Management Plan, and shall thereafter be relieved of any liability or loss due to the insolvency or closing of any designated depository.

If, at any time, this Cash Management Plan conflicts with any regulation of the State of New Jersey, or any department thereof, the applicable State regulations shall apply.

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*Warren E. Cooper, Mayor*

**Attest:**

**January 6, 2014**

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*Brenda S. Shepherd, RMC*  
*Borough Clerk*

**RESOLUTION #2014-14**

**Designation of Chief Financial Officer as Custodian of Funds  
& Naming Official Depositories**

WHEREAS N.J.S.A. 40A:5-14 provides that the governing body of a municipal corporation shall, by Resolution adopted by majority of the full membership thereof, adopt a Cash Management Plan, including the designation of depositories having their places of business in this State and organized under the laws of the United States;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council that the Chief Financial Officer be designated as Custodian of all funds of this municipality and the same is directed to deposit such funds in one or more of the following financial institutions or any other Federal and State bank, in the State of N.J.:

TD Bank  
Bank of America  
First Union  
Commerce Bank  
Fulton Bank

BE IT FURTHER RESOLVED that prior to the deposit of any municipal funds in the above mentioned depositories, said bank shall file with the Chief Financial Officer a statement indicating that the bank is a public depository as defined by the Governmental Unit Deposit Protection Act (section 1 of P.L. 1970, c.236 [N.J.S.A.17:9-41]);

BE IT FURTHER RESOLVED that deposits may be made to such depositories as permitted in section 4 of P.L. 1970, c. 236 (N.J.S.A.17:9-44); and

BE IT FURTHER RESOLVED that deposit of funds pursuant to this Plan shall be made to assure to the extent practicable the investment of such funds in interest-bearing accounts.

Borough of Frenchtown

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**R E S O L U T I O N #2014-15**

**SIGNATURES ON CHECKS**

BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that through 2014 checks drawn or withdrawals from these accounts be signed as follows:

Chief Financial Officer's Current Fund Account; Sewer Utility Fund; Animal Control Fund Account; Planning Trust Account; and Miscellaneous Accounts by three of the following officials:

Warren E. Cooper, Mayor; Brenda S. Shepherd, Borough Clerk; and Diane Laudenbach, Chief Financial Officer; Brad Myhre, Council President; and Daniele M. Lattig, Deputy Clerk.



January 6, 2014

BE IT FURTHER RESOLVED that the Payroll Account be signed also by the following officials:

Warren E. Cooper, Mayor; Brenda S. Shepherd, Borough Clerk; and Diane Laudenbach, Chief Financial Officer; Brad Myhre, Council President; and Daniele M. Lattig, Deputy Clerk.

Borough of Frenchtown

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

**R E S O L U T I O N #2014-17**  
**AUTHORIZATION FOR CFO TO ISSUE CERTAIN CHECKS**  
**& REMIT PAYROLL TAXES**

WHEREAS the Mayor and Council have adopted ordinances establishing procedures for the payment of claims and payroll,

WHEREAS it is necessary for certain remittances to be paid to the State of New Jersey for pension, State income tax deductions and fees from the issuance of dog licenses, marriage licenses and construction permits; to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

WHEREAS Federal and State of New Jersey payroll taxes must be made by Electronic Fund Transfer as required by law;

WHEREAS it is the intent of the Mayor and Council to pay county, local school and regional school taxes at the required intervals,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, as follows:

1. That the Chief Financial Officer be and is hereby authorized to prepare and the Mayor, the Borough Clerk and the Chief Financial Officer be authorized to sign the following

checks, all drawn against Current Fund unless otherwise noted:

- a. Payroll checks for all employees pursuant to established schedules; Payroll checks from Payroll Account and transfer of sufficient funds from Current Fund.
  - b. Remittances from the Payroll Account to the appropriate agencies for State of New Jersey and State of Pennsylvania Gross Income Tax employee deductions, for Federal Income Tax employee deductions, for Social Security employee deductions and employer share payable to the State of New Jersey, for State of New Jersey Public Employees and Police and Fire Retirement Systems and Contributory Insurance for employee deductions and to the SUI Reserve Fund for employee deductions as may apply, to appropriate agencies for wage executions to comply with court orders and to the appropriate entity for other voluntary payroll deductions.
  - c. Checks payable to the appropriate agency of the State of New Jersey for fees from the issuance of dog licenses, marriage licenses. (Dog license fees from the Animal Control Account).
  - f. Checks payable to the County of Hunterdon for taxes upon receipt of statement from the County Chief Financial Officer.
  - g. Checks payable to the Frenchtown Board of Education and Delaware Valley Regional High School District upon receipt of statements from the respective Board Secretaries.
  - h. Checks payable to appropriate agency for Insurance premium fees.
2. That the Chief Financial Officer is hereby authorized to remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deduction by Electronic Funds Transfer, as required by applicable law, such remittances to be transferred from the Payroll Fund Account.

BE IT FURTHER RESOLVED that the Chief Financial Officer shall include a statement of the issuance of such checks as listed above as part of the Financial Report presented at the next regularly scheduled meeting.

Borough of Frenchtown

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Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

***RESOLUTION 2014-18***

***APPOINTMENT OF SAFETY AND LOSS PREVENTION REPRESENTATIVE***

*WHEREAS, the Borough of Frenchtown, has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and*

*WHEREAS, the Bylaws require participating members to appoint a Safety and Loss Prevention Representative, as this position is defined in the Bylaws, if requested to do so by the Fund; and*

*WHEREAS, the Fund has requested its members to appoint individuals or entities to that position; and*

*NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the Borough of Frenchtown in the County of Hunterdon, State of New Jersey as follows:*

- 1. The Common Council of the Borough of Frenchtown hereby appoints Brenda S. Shepherd, RMC, as its local safety and Loss Prevention Representative , and*
- 2. The Mayor and Registered Municipal Clerk are hereby authorized to execute the appropriate Appointment sheet for the year 2014 in the form attached hereto.  
Borough of Frenchtown*

By \_\_\_\_\_  
Warren E. Cooper, Mayor

ATTEST:

\_\_\_\_\_  
Brenda S. Shepherd, RMC

**CERTIFICATION**

*I, Brenda S. Shepherd, Clerk of the Borough of Frenchtown, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on January 6, 2014 and that said resolution was adopted by not less than a two-thirds vote of the members of the governing body.*

\_\_\_\_\_  
Brenda S. Shepherd, RMC

**RESOLUTION 2014-19**

**APPOINTMENT OF FUND COMMISSIONER**

*WHEREAS, the Borough of Frenchtown, (hereinafter "Local Unit") is a member of the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and*

*WHEREAS, the Fund's Bylaws require participating members to appoint a Fund Commissioner;*

*NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the Borough of Frenchtown in the County of Hunterdon, State of New Jersey that Brenda S. Shepherd, RMC, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2014; and*

*BE IT FURTHER RESOLVED, that Daniele M. Lattig, Deputy Clerk, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2014; and*

*BE IT FURTHER RESOLVED that the Local Unit's Fund Commissioner or the Mayor is authorized and directed to execute all such documents as required by the Fund.*

*Borough of Frenchtown*

By \_\_\_\_\_  
*Warren E. Cooper, Mayor*

*ATTEST:*

\_\_\_\_\_  
*Brenda S. Shepherd, RMC*

**CERTIFICATION**

*I, Brenda S. Shepherd, Clerk of the Borough of Frenchtown, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on January 6, 2014 and that said resolution was adopted by not less than a two-thirds vote of the members of the governing body.*

\_\_\_\_\_  
*Brenda S. Shepherd, RMC*

**RESOLUTION 2014-20**

**APPOINTMENT OF RISK MANAGEMENT CONSULTANT**

*WHEREAS, the Borough of Frenchtown, (hereinafter "Local Unit) has joined the Statewide Insurance Fund (hereinafter "Fund"), a joint insurance fund as defined in N.J.S.A.*

January 6, 2014

40A:10-36 et seq.; and

*WHEREAS, the Borough of Frenchtown has a need to acquire a Risk Management Consultant to serve as the Risk Management consultant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,*

*WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the Fund; and*

*WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk Management Consultant; and*

*WHEREAS, the Fund has requested its members to appoint individuals or entities to that position; and*

*NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the Borough of Frenchtown in the County of Hunterdon, State of New Jersey as follows:*

- 1. The Common Council of the Borough of Frenchtown hereby appoints Groendyke Associates as its local Risk Management Consultant, and*
- 2. The Mayor and Registered Municipal Clerk are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2014 in the form attached hereto.  
Borough of Frenchtown*

By \_\_\_\_\_  
Warren E. Cooper, Mayor

ATTEST:

\_\_\_\_\_  
Brenda S. Shepherd, RMC

**CERTIFICATION**

*I, Brenda S. Shepherd, Clerk of the Borough of Frenchtown, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on January 6, 2014 and that said resolution was adopted by not less than a two-thirds vote of the members of the governing body.*

\_\_\_\_\_  
Brenda S. Shepherd, RMC  
Borough Clerk

**BOROUGH OF FRENCHTOWN  
RESOLUTION #2014-21  
2014 FUND YEAR  
STATEWIDE INSURANCE FUND**

**RISK MANAGEMENT CONSULTANT'S AGREEMENT**

**THIS AGREEMENT** entered into this 2<sup>nd</sup> day of January 2014, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Frenchtown Borough ("MEMBER") and Groendyke Associates ("CONSULTANT") through a non-fair and open process, pursuant to N.J.S.A.19:44A-20.4.

**WHEREAS**, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

**WHEREAS**, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

**WHEREAS**, the MEMBER desires these professional services from the CONSULTANT; and

**WHEREAS**, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

**WHEREAS**, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

**NOW, THEREFORE**, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
  - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
  - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
  - (d) explain to the MEMBER, or its representatives the operation of the FUND.

- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
- (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
- (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
- (h) assist in the claims settlement process, if required, by MEMBER or FUND.
- (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
- (j) comply with the obligations imposed upon Risk Managers in the FUND'S Bylaws.
- (k) act in good faith and fair dealing to the FUND.
- (l) perform other duties for the FUND as may be required from time to time by the FUND.

A. 2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER'S assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of all lines assessment (excluding any fees, PLIGA, and loss ratio apportionment); and 10% of Selective umbrella assessment (excluding fees, PLIGA and administrative expenses).
- (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
- (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the

normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee set forth in 2(a).

(d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from January 1, 2014 to January 1, 2015. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.

B. 4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.

C. D. 5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
**Member Representative**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
**Risk Management Consultant Corporate Officer**

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
**Statewide Insurance Fund Chairperson**



**EXHIBIT A  
STATEWIDE INSURANCE FUND**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
**(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

**OR**

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

**OR**

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

**The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.**

**The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**2014 Appointments**

On motion by William Sullivan, seconded by Cathy Leach and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the 2014 appointments as amended as follows:

**2014  
APPOINTMENTS**

		Term Expires
Borough Clerk.....	Brenda S. Shepherd	Tenured
Deputy Borough Clerk .....	Daniele M. Lattig	Dec. 31, 2014
Collector of Taxes.....	Diane Laudenbach	Tenured
Chief Financial Officer .....	Diane Laudenbach	Tenured
Assistant to the CFO/Tax Collector .....	Daniele Lattig	Dec. 31, 2014
Tax Assessor.....	David Gill	Tenured
Licensed Operator (Sewer Treatment Plant) .....	Victor Gilardi	Dec. 31, 2014
Licensed Sewer Treatment Plant Assistant.....	Gerry Case	Dec. 31, 2014
Chief of Police .....	Allan Kurylka	
Police Patrolman .....	Paul Murphy	Dec. 31, 2014
Police Patrolman (COPS grant).....	Matthew Kelly	Dec. 31, 2014
Police Officer (Special Class II) .....	Lieutenant Robert Winfield	Dec. 31, 2014
.....	Edward Krutsick	Dec. 31, 2014
.....	David Voll	Dec. 31, 2014
Registrar of Vital Statistics .....	Brenda S. Shepherd	Tenured
Public Agency Compliance Officer .....	Brenda S. Shepherd	Dec. 31, 2014
Deputy Registrar .....	Daniele M. Lattig	Dec. 31, 2014
Zoning Officer.....	John Barczyk	Dec. 31, 2014
Code Enforcement Officer .....	John Barczyk	Dec. 31, 2014
Collector of Sewer Rents.....	Diane Laudenbach	Dec. 31, 2014
Secretary to the Planning/Zoning Board .....	Brenda S. Shepherd	Dec. 31, 2014
Library Clerk.....	Sara Heil	Dec. 31, 2014
Licensing Official .....	Brenda S. Shepherd	Tenured
Assessment Search Officer .....	Brenda S. Shepherd	Tenured
Tax Search Officer .....	Diane Laudenbach	Dec. 31, 2014
Municipal Judge.....	Joseph S. Novak	
Court Administrator .....	Barbara Lingsch	Dec. 31, 2014
Assistant to Court Administrator .....	Patricia Sheeto	Dec. 31, 2014
Court Clerk.....	Jayne Parson	Dec. 31, 2014
Emergency Management Coordinator .....	Karen Harmon	Dec. 31, 2014
Alternate Emergency Management Coordinator.....	Amy Cochran	Dec. 31, 2014
Public Works Manager .....	Michael Reino	Dec. 31, 2014
Public Works Senior .....	Michael Roden	Dec. 31, 2014
Police Clerk Typist.....	Barbara Gallagher	Dec. 31, 2014

***Borough Boards and Commissions***  
**2014**

**LIBRARY BOARD**

Faye Johnson  
Sara Heil  
Betsey Westlake  
Nancy Neff

JoAnn O'Rourke  
Patience Erickson  
Melanie Gano

**SHADE TREE COMMISSION**

5 Year Terms

Travis Boyd	2015
William Sullivan	2016
Geoffrey Stanley	2017
Robert Haver	2018
John Wagner	2014

**PLANNING/ZONING BOARD OF ADJUSTMENT**

<b>Member</b>	<b>Position</b>	<b>Term Expires</b>
Warren E. Cooper	Class I	12/31/2015
Gerry Case	Class II	12/31/2014
William Sullivan	Class III	12/31/2014
Cathy Suttle	Class IV	12/31/2014
John B. DenBlyeker	Class IV	12/31/2014
Randi Eckel	Class IV	12/31/2017
Jerry Hoffman	Class IV	12/31/2017
Rocco Musolino	Class IV	12/31/2015
Douglas Wright	Class IV	12/31/2015
John Dougherty	Alternate I	12/31/2015
Gordon Dragt	Alternate II	12/31/2014

Brenda S. Shepherd - Secretary

**ADDITIONAL APPOINTMENT**

Mayor Cooper noted that Brenda Shepherd observed that we appointed Michael Angeloni on a temporary part time basis until December 31, 2013. It is the desire of that committee and Mike Reino to keep him on a temporary part time basis for the DPW at the same rate of pay until June 30, 2014. His presence is making a big difference in the amount of work the department can get done. On motion by William Sullivan, seconded by Brad Myhre and carried by unanimous favorable roll call vote, the Mayor and Common Council approved to hire Mike Angeloni as a temporary part time DPW employee at the same rate of pay until June 30, 2014 and the following

resolution:

**RESOLUTION #2014-25**

Whereas, on October 2, 2013, Michael Angeloni was hired by the Borough of Frenchtown as a part time temporary employee for the Department of Public Works; and

Whereas, Michael Angeloni was hired for the period of October 2, 2013 to December 31, 2013; and

Whereas, the Frenchtown Borough Council desires to extend the appointment period of Michael Angeloni to June 30, 2014; and

Whereas, the hours of employment will be less than 30 hours per week; and

Whereas, there will be no health benefits, and no sick, vacation or compensatory time for this employee; and

Whereas, the Chief Financial Officer has determined that there are sufficient funds available in the Public Works Salary and Wage budget for this employee.

Now therefore be it resolved, by the Borough Council of the Borough of Frenchtown, County of Hunterdon and State of New Jersey that the employment of Mr. Angeloni is continued as a part time employee until June 30, 2014 at the hourly rate of \$15.30 per hour.

**REGULAR MEETING**

**PUBLIC COMMENTS**

The Council approved to open the public comment session.

Sky Van Saun commented that she would like to take moment to thank everyone. It has been an exceptionally good year. Everyone on Eighth Street has been heard. Everything that Brad Myhre did getting signs out for kids on the road has made it a lot better. She added that the Road Department has been amazing. Some of these nights have been pretty bad. She looked out her window one night at 3:00 am and they are out there working. At one point you were considering doing something with the County and the Road Department. She is so glad that we have our own Road Department because they care about us. They go out of their way and do a fantastic job. We are blessed that we are in this bubble where we do not get hit as hard in this valley just like with Hurricane Sandy. We are lucky. She added that she likes the way big and little Mike work. They are meticulous. She wanted to thank everyone for all you did and she feels that they all have been heard this past year and it has made our lives better. Brad Myhre commented that he is glad to hear that. He will pass the compliments on to Mike Reino and Chief Kurylka who worked quickly to get the signs up. It has made a difference.

Having no other comments, the Council approved to close the public comment session.

**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.

Council requested to pull the November 6, 2013 and the December 4, 2013 Executive Session minutes and the December 18, 2013 Regular Meeting minutes.

On motion by Brad Myhre, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving the bills list for January 6, 2014 and Resolutions #2014-22 and #2014-23 as follows:

**Resolution no. 2014 - 22**

**Tax sale redemption**

**Whereas**, the Tax Collector has been paid by the mortgage holder to to redeem Tax Sale Certificate No. 12-006 the amount of \$1682.04 on Block 47, 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. 16<sup>th</sup> Street, Philadelphia, PA, 19102, in the amount of \$1682.04.

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Warren E. Cooper, Mayor

Attest

January 6, 2014

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Brenda S. Shepherd, RMC  
Borough Clerk

**RESOLUTION NO. 2014 - 23**

**2013 RESERVE BUDGET APPROPRIATION TRANSFER**

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

Telephone – Other Expense

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

Governing Body – 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:

Governing Body – Other Expense \$325.00

TO:

Telephone – Other Expense \$325.00

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Warren E. Cooper, Mayor

Attest:

January 6, 2014

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Brenda S. Shepherd, RMC  
Borough Clerk

**PRESENTATION OF EXECUTIVE SESSION MINUTES of 11/6/13**

Cathy Leach requested to amend these minutes to include that Michele Liebttag recused herself from the Attorney-Client Privilege – PBA Local 188 part of the executive session due to conflict of interest. On motion by William Sullivan, seconded by Brad Myhre and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the November 6, 2013 Executive Session minutes as amended.

**PRESENTATION OF EXECUTIVE SESSION MINUTES of 12/4/13**

On motion by William Sullivan, seconded by Cathy Leach and carried by unanimous favorable roll call the Mayor and Common Council approved the December 4, 2013 Executive Session minutes.

**PRESENTATION OF MINUTES of 12/18/13**

On motion by Michele Liebttag, seconded by Cathy Leach and carried by favorable roll call vote with William Sullivan abstaining, the Mayor and Common Council approved the Regular Council meeting minutes of December 18, 2013.

**RESOLUTIONS**

**Resolution #2014-24**

Mayor Cooper noted that this resolution is a resolution to award generation services for the WWTP for 2014. Brenda Shepherd stated that the services are for generation maintenance for the WWTP and the 300 kw generator was added to the services for 2014. Victor Gilardi requested quotes for the services. Mayor Cooper recommended tabling the resolution until Seth A. Grossman or Jack Opdyke can provide information. He will try to call Seth A. Grossman around 8:30 pm when he will be available.

**NEW BUSINESS**

**Approval of Social Affairs Permit for Frenchtown American Legion on January 19, 2014 from 1-6 pm**

Brad Myhre commented that Chief Kurylka reached out to the Legion because they have been slow getting these documents to Borough Hall and we are not getting a lot of notice for the police department to do their review. He recommended sending the organizations a letter to submit these applications well in advance. Mayor Cooper noted that he will draft something because if the Council only meets once a month, they will have to provide it well in advance. On motion by Brad Myhre, seconded by Cathy Leach and carried by favorable voice vote, the Mayor and Common Council approved the Social Affairs Permit for Frenchtown American Legion on January 19, 2014 from 1-6 pm.

**Discussion of Holiday Schedule for 2014 (Resolution #2014-16)**

Brad Myhre commented that he thinks what the Clerk is asking for is reasonable because the way the calendar falls for 2014, Christmas falls on a Thursday so he does not have a problem with the additional day off after Christmas. Those days are not generally the most productive. It makes it an over time situation if we need employees on that day like if we need a police officer on duty. Generally, the Chief is good about arranging the special officers to work that day. William Sullivan asked if the employees would be willing to trade Good Friday for the day after Christmas. Mayor Cooper commented that we could ask. William Sullivan stated that he is not sure how the taxpayers would feel about giving an extra holiday to the employees. Brad Myhre commented that he sees William Sullivan's point but noted that Good Friday is religious holiday. William Sullivan commented that this is when personal or comp days should come in. Responding to Michele Liebttag about the past practices of the Borough, Brenda Shepherd noted that the former Mayor would come in and let us go home. Michele Liebttag commented that there is something to be said about declaring it because then there is no expectation of the office being open. If it is undeclared and the office is closed after 15 minutes, there is an expectation of the office being open. William

Sullivan stated that he does not mind it at all. It makes sense. Why heat the office, etc. as long as it is clear that it is a one time approval. Brad Myhre commented that when he talked to the Mayor about this, it is a poor situation for this particular year with Christmas being on a Thursday and having to work on Friday. It is not necessarily setting a precedence. In terms of New Year's, they should have to work on that Friday. William Sullivan added that if they want the day after New Year's off, employees can take comp time. Brenda S. Shepherd stated that only three employees get comp time. Mayor Cooper commented that this will happen more quickly, seven years from now, and we will be having the same conversation. William Sullivan responded that it could be different in seven years from now. This is a one time thing. We have great employees and are not able to give them raises or much of a raise. Let's give them the day after Christmas off as a holiday. Mayor Cooper stated that he would like to make a decision at the next meeting because 1/3 of Council is not here and it is something that does not have to be decided tonight. Cathy Leach noted that there is enough of us to vote on this. Responding to Mayor Cooper, Brenda Shepherd noted that when she worked on the day after Christmas, she was unable to make calls on that day because most professional offices were closed. On motion by William Sullivan, seconded by Michele Liebtag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2014-16 as amended which includes December 26, 2014 as an additional holiday and noted that this is not setting a precedent for the future.

**RESOLUTION #2014-16**

**Holidays for 2014**

WHEREAS, there are various holidays throughout the year; and

WHEREAS, the Mayor and Borough Council recognize the importance of holidays for the employees;

NOW THEREFORE BE IT RESOLVED that the following shall be the eleven holidays for the Borough Officials and Employees for the Year 2014:

President's Day.....	02/17/2014
Good Friday .....	04/18/2014
Memorial Day .....	05/26/2014
Independence Day .....	07/04/2014
Labor Day.....	09/01/2014
Columbus Day .....	10/13/2014
Thanksgiving.....	11/27 & 28, 2014
Christmas .....	12/25 & 26, 2014
New Year's Day.....	1/1/2015 (for 2014)

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Warren E. Cooper, Mayor



Dated: January 6, 2014

ATTEST:

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Brenda S. Shepherd, RMC  
Borough Clerk

### **OLD BUSINESS**

#### **Recycling – Food Waste recycling**

Mayor Cooper commented that there is nothing new to report on this item but there is a meeting on January 22nd in Lambertville. Michele Liebtag noted that she will be attending that meeting.

#### **Wastewater Treatment Plant Facility update**

Mayor Cooper noted that there is no specific update on this. There is a packet from Victor Gilardi on the current plant's operations.

#### **Borough Administrator Update**

Mayor Cooper reported that we have met with the candidates we thought were a good match for the Borough. We have been working to identify the sources of funding so that we can make a recommendation to Council. Diane Laudenbach and he met and she is helping to identify where we can find those sources in the budget.

#### **Resolution #2014-24**

Mayor Cooper called Seth A. Grossman. Seth A Grossman joined the meeting by phone at 8:36 pm. Mayor Cooper stated that this resolution asked us to approve a contract with GenServe, Inc. for WWTP generator maintenance. GenServe, Inc. was the low bidder for these generator services. He asked Seth A. Grossman for additional information because the Council is not familiar enough with this to discuss it properly or vote on it. Seth A. Grossman responded that he has not received any complaints about GenServe, Inc. and recommended awarding the contract to GenServe, Inc. for WWTP generator maintenance service for 2014 in the amount of \$3,500.00. On motion by Seth A. Grossman, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2014-24 as follows:

### **RESOLUTION 2014-24**

**WHEREAS**, the Borough of Frenchtown authorized the solicitation of quotes for 1 major and 3 minor maintenance services of the Wastewater Treatment Plant generators; and

**WHEREAS**, the Borough of Frenchtown received a two quotes, one from GenServe, Inc. in the total amount of \$3,500; and

**WHEREAS**, the Borough of Frenchtown received a second quote from Modern Group Power Systems in the total amount of \$3,936.00; and

**WHEREAS**, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to GenServe, Inc. in the total amount of \$3,500.00 for 1 major and 3 minor maintenance services of the Wastewater Treatment Plant generators as itemized in the quote dated December 19, 2013; and

**WHEREAS**, the Chief Financial Officer has certified that the funds are available from the Sewer Utility Fund account number 4634511299.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon and State of New Jersey that an award is made to GenServe, Inc. in the amount of \$3,500.00 for 1 major and 3 minor maintenance services of the Wastewater Treatment Plant generators as itemized in the quote dated December 19, 2013.

Borough of Frenchtown

By \_\_\_\_\_  
Warren E. Cooper, Mayor

Dated: January 6, 2014

ATTEST:

\_\_\_\_\_  
Brenda S. Shepherd, RMC  
Borough Clerk

#### **COUNCIL COMMITTEE ASSIGNMENTS FOR 2014**

Mayor Cooper noted that the Council Committee Assignments for 2014 will be the same as 2013.

#### **COUNCIL COMMENTS**

Michele Liebtag reported that she got in touch with Gary Smalley from Republic Services to tell him that the 2014 recycling contract has been approved. She asked Clerk Shepherd to send him the resolution of approval as he did not receive the copy of it yet. She was trying to get him on track for delivery of the recycling carts by February 1<sup>st</sup>. Mayor Cooper asked if there could be a sticker on the carts that show what can be recycled. Michele Liebtag noted that the information is provided in the flyers that go out to the Borough residents.

Michele Liebtag reported that she will be attending the recycling meeting on January 22<sup>nd</sup> with Dominikija Prostack. She added that she will be doing a Sustainable Jersey webinar later this month. At the Green Team Meeting, a member of HART was talking about programs that we can

partner with them to get more points for Sustainable Jersey.

Michele Liebtag noted that there is nothing to report on as to Fire or EMS.

William Sullivan reported that with the road conditions, Mike Reino has been good about communicating and we have been able to purchase salt before the budget closed last year. We took a chance and bought a decent amount of salt although we do not have a storage area with the public works building not being completely up and running. Public Works is doing an outstanding job.

Brad Myhre reported that Patrolman Kelly, Patrolman Murphy and Karen Harmon, OEM Coordinator attended the State Campus Initiative hosted by the Hunterdon County Prosecutor's office concerning school safety.

Brad Myhre added that all the police vehicles have been repaired except for Chief's Expedition which will go to the Public Works until it is disposed of. No more work will be done on that vehicle as it would cost \$4,000.00 to repair it. He commented that next month, we can look forward to the department's statistic report which includes traffic volume, summons, etc.

Cathy Leach reported that the Library Board meeting that was scheduled for this evening at 7:30 pm will be next Monday evening at the Library.

Brad Myhre noted that Matt Holt is the new Freeholder Director of the County and John King is the Deputy Director. The new Freeholder Suzanne Lagay and John Lanza were sworn in last week as the new Freeholders. They promised a new era of shared services.

Mayor Cooper reported that in February, he hopes to hold a meeting, a specific town hall meeting, to try to get together with the leaders of the various subcommittees in Frenchtown so that we can start a dialogue about each of our needs and what we can do to help one another achieve those goals. This came out of one of the sessions he attended at the League of Municipalities. This will make it possible to get to know one another and what is on everyone's agenda. This will give us an opportunity to have a shared conversation.

**Mayor Cooper asked the Borough Attorney for a report**

Attorney Cruz thanked the Council for reappointing him. He is looking forward to working with the Council this year.

**Mayor Cooper asked Clerk Shepherd for a report**

Clerk Shepherd noted that the Rabies Clinic is schedule for Saturday, January 11, 2014 from 1-3 pm at the Firehouse.

**CORRESPONDENCE**

There was none discussed.

**ADJOURNMENT**

Being no further business to come before the Mayor and Council, the meeting was adjourned at 8:48 pm on motion by Brad Myhre, seconded by Michele Liebtag and carried by favorable voice vote.

Respectfully submitted,

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Brenda Shepherd, RMC  
Borough Clerk