

CALL TO ORDER

Mayor Myhre 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 15, 2015 and the Express Times on January 15, 2015; 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 6, 2016.

FLAG SALUTE

Mayor Myhre 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 11/2/15, Brad Myhre was elected Mayor and John Hindman and William Sullivan were duly elected members of the Common Council for a full term. Attorney Cruz noted that Mayor Myhre was administered the Oath of Office on January 1, 2016. Mayor Myhre administered the Oath of Office to elected Councilman William Sullivan and Councilman John Hindman. They accepted their Oaths of Office. The Council congratulated them.

ROLL CALL

Present for the Meeting:

John Hindman
Cathy Leach
Michele Liebttag
Jack Opdyke
Caroline Scutt
William Sullivan

Absent from Meeting:

Attorney Albert Cruz, and Borough Clerk, Brenda S. Shepherd, were present for the Meeting. 37 member of the public was also present.

MAYOR’S COMMENTS

Brad Myhre stated that he is very grateful to serve as your new Mayor. He is excited for the year ahead. We have a tremendous Council that is very talented. And, he looks forward to accomplishing some very important things in town such as rehabbing Frenchtown Borough Park, working on infrastructure issues in town and certainly increasing our communications to the public through town hall meetings and getting agendas posted online. He looks forward to serving and working with everyone around this table. We have a great team and we also have great employees who are dedicated to the Borough. Thank you very much.

Mayor Myhre noted that we are going to make one small change to the agenda. After the 2016 appointments, we are going to move up the special presentation for Sara Heil before the break.

ELECTION OF COUNCIL PRESIDENT & OATH OF OFFICE

A motion was made by Jack Opdyke to nominate Michele Liebttag as Council President for 2016. The motion was seconded by Cathy Leach. Having no other nominations, the motion carried by unanimous favorable roll call vote to elect Michele Liebttag as Council President for 2016.

Mayor Myhre administered the Oath of Office for Council President to Michele Liebtag and Adam Liebtag held the bible for Michele. She accepted the Oath of Office.

Michele Liebtag stated that she is excited to take on the responsibilities associated with the Council President position and look forward to working with these dynamic Council members as well as the newly elected Mayor Brad Myhre. We have done a lot of work and we have a lot more work to do and she looks forward to getting started. She thanked everyone for their support.

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 Item (i) be removed from the consent agenda.

On motion by Jack Opdyke, seconded by Michele Liebtag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving Resolutions #2015-01 through Resolutions #2015-08 and Resolutions #2016-10 through Resolutions #2016-21 as follows:

R E S O L U T I O N #2016-01

2016 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 2016 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 2016,

WHEREAS one-fourth of the total appropriations in the 2015 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$403,962.75 and in the 2015 Sewer Budget is \$121,619.25.

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, 2016, and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records:

APPROPRIATION

BUDGET

AMOUNT

Administration & Executive:

Salary & Wage	\$	16,500.00
Other Expense	\$	2,000.00
	Governing Body	
Salary & Wage	\$	1,500.00
Other Expense	\$	1,000.00
	Financial Administration:	
Salary & Wage	\$	1,750.00
Other Expense	\$	2,500.00
	Assessment of Taxes:	
Salary & Wage	\$	2,500.00
Other Expense	\$	100.00
	Collection of Taxes:	
Salary & Wage	\$	3,750.00
Other Expense	\$	1,250.00
	Legal Services:	
Other Expense	\$	6,000.00
	Municipal Court:	
Salary & Wage	\$	11,000.00
Other Expense	\$	2,250.00
	Prosecutor:	
Salary & Wage	\$	2,150.00
	Engineering:	
Other Expense	\$	1,000.00
	Public Buildings & Grounds:	
Other Expense	\$	4,000.00
	Planning/Zoning Board:	
Salary & Wage	\$	3,750.00
Other Expense	\$	1,750.00
	Insurance:	
Other Expense	\$	18,000.00
	Worker's Compensation:	
Other Expense	\$	6,000.00
	Group Insurance:	
Other Expense	\$	48,000.00
	Shade Tree Commission:	
Salary & Wage	\$	100.00
Other Expense	\$	250.00
	Fire Hydrant Service:	
	Fire Prevention	
	Fire Miscellaneous:	\$ 2,500.00
	Emergency Management	\$ 100.00

	First Aid Organization		
Other Expense		\$	6,500.00
	Police:		
Salary & Wage		\$	57,750.00
Other Expense		\$	15,000.00
	Streets & Roads:		
Salary & Wage		\$	33,000.00
Other Expense		\$	7,500.00
	Snow Removal:		
Salary & Wage		\$	2,000.00
Other Expense		\$	2,500.00
	Utilities:		
	Electricity	\$	2,000.00
	Fuel Oil	\$	500.00
	Gas/Diesel	\$	5,750.00
	Telephone	\$	4,500.00
	Water	\$	1,000.00
	Street Lighting:	\$	4,750.00
	Natural Gas:	\$	4,000.00
	Garbage Removal (Contractual):	\$	15,000.00
	Garbage Removal:		
Other Expense		\$	2,750.00
	Board of Health:		
Salary & Wage		\$	1,000.00
Other Expense		\$	100.00
	Aid to Library:		
Salary & Wage		\$	2,500.00
Other Expense		\$	500.00
	Parks & Playgrounds:		
Other Expense		\$	250.00
	UCC		
Salary & Wage			
Other Expense			
	Public Defender:		
Salary & Wage		\$	400.00
	Contribution to Social Security:	\$	11,000.00
	State Disability Ins	\$	150.00
	Contribution to DCRP	\$	100.00
	Unemployment Insurance	\$	100.00

Total Temporary Appropriations	\$	<u>325,800.00</u>
Green Trust Interest	\$	14,545.00
Interest Payment on Bonds	\$	2,000.00

Sewer Utility

Salary & Wages	\$	43,500.00
Other Expenses	\$	50,000.00
Audit Services		
Liability Insurance	\$	10,000.00
Group Insurance	\$	9,500.00
Worker's Compensation Ins.	\$	4,500.00
Social Security System	\$	3,500.00
S.D.I.	\$	100.00
Total Temporary Appropriations	\$	<u>121,100.00</u>
Interest Payment on Bonds	\$	156,768.83

Brad Myhre, Mayor

Attest:

January 6, 2016

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-02

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 2016, and the Reorganization meeting in January 2017:

Wednesday, January 6
Wednesday, February 3
Wednesday, March 2
Wednesday, April 6

Wednesday, May 4
Wednesday, June 1
Wednesday, July 6
Wednesday, August 3
Wednesday, September 7
Wednesday, October 5
Wednesday, November 2
Wednesday, December 7
Wednesday, December 28
Wednesday, January 4, 2017 – 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 14, 2016 issue of the Hunterdon County Democrat.

Borough of Frenchtown

By _____
Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2016-03

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

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2016-04

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, 2016; May 1, 2016; August 1, 2016 and November 1, 2016 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 14, 2016 issue of The Hunterdon County Democrat.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-05

Authorization to Cancel Property Tax and Sewer 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/Sewer Collector that from time to time there are property tax and sewer 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 and sewer 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/Sewer Collector be

authorized to cancel any property tax and sewer 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 and Sewer Duplicates for the Borough of Frenchtown.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-06

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.

Brad Myhre, Mayor
Borough of Frenchtown

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-07
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, Kunzman, Davis, Lehrer & Flaum, P.C. has submitted a proposal dated 12/11/15 indicating they will provide that attorney services at an hourly rate of \$150.00 per hour, inclusive of litigation with Council meetings at the hourly rate of \$150.00 not to exceed \$300.00 for each Council meeting; and

WHEREAS, has completed and submitted a Business Entity Disclosure Certification which certifies that Albert E. Cruz from the law firm of DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, 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 in the previous year, and that the contract will prohibit Albert E. Cruz from the law firm of DiFrancesco, Kunzman, Davis, Lehrer & Flaum, P.C from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2016 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, Kunzman, Davis, Lehrer & Flaum, 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 14, 2016.

Brad Myhre, Mayor

Dated: January 6, 2016

Attest:

Brenda S. Shepherd, RMC

RESOLUTION #2016-08
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 12/30/15 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 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 2016 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 14, 2016.

Brad Myhre, Mayor

Dated: January 6, 2016

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-10
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 12/11/15 indicating they will provide that auditing services for the amount not to exceed \$20,150.00 and additional charges from \$75.00 to \$175.00 per hour 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 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 2016 will not exceed \$20,150.00; 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 14, 2016.

Brad Myhre, Mayor

Dated: January 6, 2016

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-11

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR CONTINUED ENGINEERING SERVICES COMMENCED PRIOR TO 2013 FOR THE BOROUGH OF FRENCHTOWN

WHEREAS, the Borough of Frenchtown has a need to continue Engineering services commenced prior to 2013 for the Borough of Frenchtown and desires to appoint as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the projects commenced prior to 2013 and to be continued are identified on the attached list; and,

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

WHEREAS, Van Cleef Engineering has submitted a proposal dated 12/28/15 indicating they will provide engineering services for the amount of \$135.00 per hour; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council in the previous year, and that the contract will prohibit Van Cleef Engineering from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2016 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 Van Cleef Engineering 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 14, 2016.

Brad Myhre, Mayor

Dated: January 6, 2016

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2016-12
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 2016 Temporary Budget and will be made available in the 2016 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 2016:
 - a. Albert E. Cruz, Attorney, DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Flaum, 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
 - e. Robert J. Clerico, Special Project Engineer, Van Cleef Engineering Associates
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 14, 2016 issue of the Hunterdon County Democrat.

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution 2016-13

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).

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

BOROUGH OF FRENCHTOWN
County of Hunterdon, New Jersey

Resolution No. 2016-14

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 Bank of New Jersey
Investors Savings Bank
PNC Bank
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.

Brad Myhre, Mayor

Attest:

January 6, 2016

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-15

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

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

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-16

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 2016 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:

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

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

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

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

**RESOLUTION #2016-17
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

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2016-18

Holidays for 2016

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 ten holidays for the Borough Officials and Employees for the Year 2016:

President’s Day.....	02/15/2016
Good Friday	03/25/2016
Memorial Day	05/30/2016
Independence Day	07/04/2016
Labor Day.....	09/05/2016
Columbus Day	10/10/2016
Thanksgiving.....	11/24 & 25/2016
Christmas	12/26/2016
New Year’s Day.....	1/2/2017 (for 2016)

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2016-19

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 2016 in the form attached hereto.

Borough of Frenchtown

By _____
Brad Myhre, 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, 2016 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 2016-20

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 2016; 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 2016; 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 _____
Brad Myhre, 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, 2016 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 2016-21

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. 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 2016 in the form attached hereto.
Borough of Frenchtown

By _____
Brad Myhre, 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, 2016 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

Discussion of Item (i) - Authorization to Award Contract for Engineer to service as Engineer #2016-09

Council consented to opening this item up for discussion.

William Sullivan stated that he wants to discuss bringing back Van Cleef Engineering as the Borough engineer. Prior to Maser Consulting, Van Cleef Engineering had a very long relationship with the Borough and Van Cleef knows the Borough inside and out. Their experience is something we can count on every time we call. William Sullivan passed around the bills the Borough paid to Maser Consulting this past year and the cost for Maser and Van Cleef Engineering. They are comparable. In many cases, Van Cleef is less expensive. There are two main points he would like to make. For four years, we have been working with Maser Consulting and he has never been part of their loop. When Van Cleef comes to town, they call him to say that they are coming to town to work on this project and they ask him to meet them. It makes it very easy. In the past four years, Van Cleef and Robert Clerico still represent the Borough in projects set in place prior to Maser taking over including River Mills and Horseshoe Bend Road. Then, we have the project coming up with the Ceramic Plant. The Planning Board is continuing with Van Cleef for engineering. If we were to continue with Maser, any work from the Planning Board would have double engineering and he sees it as double pay. The bill list shows significant billing. When we look at the Hilltop

Streets, it was \$5,000 of work for an estimate, there was a road evaluation study for \$2,772.00. Both were higher than it would have been because Van Cleef could have done it for less because of his experience with the town. Much of the information Maser had to go learn. Working with public works, the relation between Van Cleef and himself has been beneficial to the town. He can discuss the work, he gets information and emails so he is in the loop and gets the information prior to a Council meeting. For the past four years, he does not get anything from Maser until it comes out in the Council packet. He thinks the town would benefit bringing Van Cleef back and the town would save money in short term and the long run. One of the reasons that we switched was because there were issues with Van Cleef that he discussed with Robert Clerico and they are eager to come back and willing to improve communication with billing and if there is a question on billing, it would be held to the next month. William Sullivan added that the proposal prices are a little different. Van Cleef and Maser are both at \$135.00 but Van Cleef's surveyor is cheaper. Brad Myhre responded that he appreciates the comments and concerns. With regard to information sharing, Mayor Myhre noted that he had a conversation with Engineer William Burr and asked that going forward that Council be included in all correspondence. When you receive that information, you cannot respond or make decisions or it would be a violation of Sunshine Law. He worked on those issues so that Council is fully engaged regarding engineering. In regard to the hilltop streets project work and the road study, that was authorized by this body. The quotes were produced ahead of time and voted upon. The street survey that was done was to layout a road map, and scheduling and prioritizing what roads will be repaired going forward. That will help in targeting in attempts to get grants. That document is a good thing for the Borough and he looks forward to working with that document as we continue to improve infrastructure in town. Mayor Myhre noted that William Burr is here tonight and is willing to answer any questions from the Council. Cathy Leach noted that our intent 4 years ago when we brought in Maser Consulting was to have a fresh set of eyes and she believes they have served Frenchtown well. Responding to Caroline Scutt, Attorney Cruz responded that it is not unusual for the Governing Body to have a different engineer than the Planning Board. The Borough engineer addresses municipal projects, sidewalks, and roads and the Planning Board engineer serves a function of reviewing applications that come before the Planning Board and comments on compliance of the plan with the municipal ordinances. Once the Planning Board acts on an application, there is no more engineering to be done. The next thing is the implementation of those plans and undertaking the inspection which is a municipal function. All the developer's work is paid from the developer's escrow account so the both engineers would be paid by the escrow. Mayor Myhre commented that he found that William Burr has been excellent to work with. He called William Burr this weekend and he picked up the phone on a Sunday. Mayor Myhre added that Van Cleef serves the Borough well. He feels it is the right thing to reappoint William Burr. Subsequent to a brief Council discussion, a motion was made by Cathy Leach to appoint Engineer William Burr and Maser Consulting as the Borough engineer for 2016 and adopting Resolution #2016-09. The motion was seconded by Caroline Scutt. The Mayor and Common Council by favorable roll call vote approved Resolution #2016-09 as follows:

RESOLUTION #2016-09

**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 12/17/15 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 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 2016 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 14, 2016.

Brad Myhre, Mayor

Dated: January 6, 2016

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Vote on the motion:

Ayes: Hindman, Leach, Liebttag and Scutt

Nayes: Sullivan

Abstain: Opdyke

2016 Appointments

On motion by Cathy Leach, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the 2016 appointments as follows:

**2016
 APPOINTMENTS**

	Term Expires
Borough Clerk.....	Brenda S. Shepherd Tenured
Deputy Borough Clerk	Daniele M. Lattig Dec. 31, 2016
Collector of Taxes.....	Diane Laudenschick Tenured
Chief Financial Officer	Diane Laudenschick Tenured
Assistant to the CFO/Tax Collector	Daniele Lattig Dec. 31, 2016
Tax Assessor.....	David Gill Tenured
Licensed Operator (Sewer Treatment Plant)	Victor Gilardi Dec. 31, 2016
Licensed Sewer Treatment Plant Assistant.....	Gerry Case Dec. 31, 2016
Chief of Police	Allan Kurylka Dec. 31, 2016
Police Patrolman (full time salaried)	Paul Murphy Dec. 31, 2016
Police Patrolman – (full time salaried).....	Robert Young, Jr. Dec. 31, 2016
Police Officer (Special Class II)	Lieutenant Robert Winfield Dec. 31, 2016
Police Officer (Special Class II)	Edward Krutsick Dec. 31, 2016
Registrar of Vital Statistics	Brenda S. Shepherd Tenured
Public Agency Compliance Officer	Brenda S. Shepherd Dec. 31, 2016
Deputy Registrar	Daniele M. Lattig Dec. 31, 2016
Collector of Sewer Rents.....	Diane Laudenschick Dec. 31, 2016
Secretary to the Planning/Zoning Board.....	Brenda S. Shepherd Dec. 31, 2016
Library Clerk Assistant	Maureen Delguido Dec. 31, 2016
Licensing Official	Brenda S. Shepherd Tenured
Assessment Search Officer	Brenda S. Shepherd Tenured
Tax Search Officer	Diane Laudenschick Tenured
Municipal Judge.....	Joseph S. Novak
Court Administrator.....	Barbara Lingsch Dec. 31, 2016
Clerical Assistant to Court Administrator.....	Patricia Sheeto Dec. 31, 2016
Court Clerk.....	Jayne Parson Dec. 31, 2016
Violations Clerk.....	Christine Matthews Dec. 31, 2016
Public Defender.....	Scott Wilhelm Dec. 31, 2016
Prosecutor	Mary Mott Dec. 31, 2016
Emergency Management Coordinator	Karen Harmon Dec. 31, 2017
Alternate Emergency Management Coordinator.....	Amy Cochran Dec. 31, 2017
Public Works Manager	Michael Reino Dec. 31, 2016
Public Works Senior	Michael Roden Dec. 31, 2016
Police Clerk Typist.....	Melissa Gustafson Dec. 31, 2016

Borough Boards and Commissions
2016

LIBRARY BOARD

Betsy Westlake, Chairwoman
Mary L. Stuart, Secretary
Sarah Heil, Treasurer (thru 3/1, then Maureen DelGaudio will take this over)
Maureen DelGaudio, Library Assistant
Faye Johnson
Lois Silva
Patience Erickson
Mel Gano
Connie Sworen
Carole Pepe

SHADE TREE COMMISSION
5 Year Terms

William Sullivan	2016
Geoffrey Stanley	2017
Robert Haver	2018
Dimitry Levitsky	2019
David Gano	2020

PLANNING/ZONING BOARD OF ADJUSTMENT

Member	Position	Term Expires
Brad Myhre	Class I	12/31/2019
Gerry Case	Class II	12/31/2016
William Sullivan	Class III	12/31/2016
Cathy Suttle	Class IV	12/31/2018
John B. DenBlyeker	Class IV	12/31/2018
Randi Eckel	Class IV	12/31/2017
John Dougherty	Class IV	12/31/2017
Rocco Musolino	Class IV	12/31/2019
Gordon Dragt	Class IV	12/31/2019
Jack Weeks	Alternate I	12/31/2017
Sarah Scott	Alternate II	12/31/2016

Brenda S. Shepherd - Secretary

SPECIAL PRESENTATION

Recognizing Sara Heil's years of service to the Borough of Frenchtown

Brad Myhre stated that he is excited to honor Ms. Heil. When he was at Frenchtown School as a student, the second grade took a trick to the library and got our official library cards and that is where he first met Sarah Heil. Sarah Heil has serviced this Borough with great distinction and she is very dedicated to the Library and its patrons. He has the honor of giving Sarah Heil a certificate.

He read the Certificate to Sarah as follows: Certificate of Appreciation presented to Sarah Heil for 27 years of dedicated service to the Borough of Frenchtown as the Frenchtown Librarian by the Mayor and Common Council. Cathy Leach presented that certificate to Sarah Heil.

Mayor Myhre also noted that in speaking with the 23rd Legislative Delegation that Sarah Heil will be receiving an official proclamation from the State Legislature honoring her years of service to the Borough of Frenchtown. He congratulated Sarah Heil. Everyone applauded.

Sarah Heil stated that she has enjoyed being the Borough's Librarian. She stated January 1st 27 years ago and has enjoyed it 100%. She stated that one of the first patrons she met was Sue Hollenback. A lot of people have supported her in sickness and health. She is a cancer survivor and thanked everyone for the support. She always said if she had to she would crawl on her hands and knees to the library. She never had to. She has enjoyed her time here and will miss it. She is a board member and will volunteer her time. During the 27 years she was there, volunteers have come. There was a young man, Ryan Augustine, need community service for a college application.

He came to work with me. He had to write something on his application and he wrote one aspect of volunteering that was surprising was the people. Every time he came in he found different challenges and different faces. He got to know many people. Sarah Heil commented that she loves her patrons, she loves talking to them and helping them.

Sarah Heil introduced the new Library Assistant, Maureen DelGaudio.

Mayor Myhre noted that he will open up the floor for comments from the public to Sarah Heil.

Ron Sworen, former Mayor, thanked Sarah Heil for her service. He is a big supporter of Libraries. They are the heart and soul of the community. A lot of towns do not have libraries. Over the years, people wanted to close the library. Kids come here. Sarah Heil is the heart and soul of our heart and soul and has taken care of so many people. She knows what people like, getting in books that people like and reserving them and going out of her way to make it a better experience. Everyone know who Sarah Heil is and her service to everyone is appreciated. He is grateful for what Sarah has done for the town and keeping the library alive. He thanked Sarah.

Jesse Krause noted that she has been here 8 years now and when she found out that there was a library, she met Sarah Heil who spirit was big and beautiful. What was amazing was some of the books she asked for and difficult to find. Sarah Heil got the book from the Library of Congress and that made her feel so special. She also got another book from the Oregon State Library for her. She is the heart and soul and one of the reasons we stuck around Frenchtown.

Warren Cooper, former Mayor, noted that hundreds of people have stories like that ranging back 27 years. One thing that reflects back on the community is Sarah Heil's knowledge of the people and what they like. That has made it special.

Dawn Augustine stated that she loves to read and Sarah has always made her feel important. She always knows what we want before we know sometimes. Thank you for being a great friend when she comes to the library and for who you are.

Borough Council took a break to celebrate with Sarah Heil.

Mayor Myhre called the meeting back to order.

REGULAR MEETING
PUBLIC COMMENTS

The Council approved to open the public comment session.

Former Mayor Ron Sworen of Ward Street congratulated Mayor Brad Myhre and apologized that he could not make Brad Myhre's inauguration on Friday. He was playing in a string band which was streamed this year and made people smile in 136 counties. Ronald Sworen stated that in his years of service and as a member of the Executive Board and President of the New Jersey Conference of Mayors and a member of the Executive Board of the New Jersey League of Municipalities, one of his privileges was to go to different municipalities and present Mayor pins from the organizations. He presented Mayor Myhre with Mayor pins from the New Jersey Conference of Mayors and the New Jersey League of Municipalities. Wear them in good health and service to the town. Mayor Myhre thanked Ron Sworen.

Don Seigle of Everittstown Road referring to the comments at the last meeting about speeding on Route 12, noted that he observed a speeder on Everittstown Road talking on a phone and being passed by a speeder talking on the phone. Do we have any power to eliminate that passing zone on Everittstown Road? Brad Myhre noted that the Council will talk about it under new business.

Former Mayor Warren Cooper of Milford Road congratulated Mayor Myhre and wished him well. He noted that Mayor Myhre has accomplished something that has not happened in his four years and that is that there are two former mayors present this evening.

Eric Ferido of Sixth Street noted that the town parks and borough park need some work such as updating the equipment, etc. He would like to bring forth volunteerism that goes with it throughout the year. He has volunteered at the parks in the past and the people that organize that do a tremendous job. He thanked them. Mr. Ferido added that he would love to get more people out. He is trying to figure out how to do that. The other thought he had was to utilize the area by the bridge, Sunbeam Park. Sunbeam Park is a great space and has a lot to offer to the town especially for events. The problem is that there are large lumps and ruts and holes there. What do we need to do to get that graded? He knows people with graders, etc. that would volunteer and help. It would be great to have that happen during the winter season this year, then seed it and have it ready by fall to use for town events. He will do what he can to help.

Liz Johnson of 19 Second Street noted that we do not get a chance to comment on things Council is voting on. She stated that she has some questions on items that are on the agenda. She asked about the Bond Counsel and EcoConsult and why are we hiring them and why do we need sludge removal?

Mayor Myhre responded that as to the Bond Counsel, the Borough appoints a Bond Counsel every year. The Bond Counsel assists us with any debt service we might undertake whether it is refinancing a debt, issuing new debt and they also assist us when we have to issue Bond Anticipation Notes which occurs sometimes when we take money in from a bond which is short term financing until tax revenues come in. It is a routine item of business that we do every year. We are switching Bond Counsel this year, at the same rate, to take a look at the Borough's debt with a fresh perspective. He is excited about it because it will be helpful to the Council to assess where we are financially. As to E-Consult Solutions, they are hired for the affordable housing litigation. 271 municipalities have gotten together to hire Econsult to represent us on the COAH mandate from the State of New Jersey. This has been going on since last year. As to Sludge Removal, Jack Opdyke responded that it is something that has to be done with sewer plants. As you process waste you have clean water going into the river and sludge which is a byproduct that has to be pumped out periodically and disposed of through a State approved disposal site. Responding to Liz Johnson as to using the byproduct, William Sullivan stated that there is a process for that but when it is in the tank, it is still contaminated.

Having no other public comments, the Mayor and Common Council closed 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.

On motion by Jack Opdyke, 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 1/6/16.

RESOLUTIONS

Resolution #2016-22 – Tax Sale Redemption – Block 2 lot 3

On motion by Michele Liebttag, seconded by John Hindman and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2016-22 as follows:

Resolution no. 2016-22

Tax sale redemption

Whereas, the Tax Collector has been paid by COMERICA BANK to redeem Tax Sale Certificate No. 15-001 the amount of \$\$ 855.66 on Block 2, Lot 3, 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 Leed Capital, LLC, 946 Main Street, Hackensack, NJ, 07601, in the amount of \$855.66.

Brad Myhre, Mayor

Attest

January 6, 2016

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2016-23 – Authorization to award a contract for Bond Counsel

On motion by Jack Opdyke, seconded by Cathy Leach and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2016-23 as follows:

RESOLUTION #2016-23

PROFESSIONAL SERVICE CONTRACT

WHEREAS, the Borough of Frenchtown is in need of the services of Bond Counsel for general Bond Counsel services and the sale of Bond Anticipation Notes; and

WHEREAS, Bond Counsel would prepare bond anticipation notes and attend the sale of the bond anticipation notes; and

WHEREAS, John M. Cantalupo of Archer & Greiner, PC. submitted a proposal dated November 24, 2015 indicating that it will provide those services in the amounts as set forth in the attached fee schedule, in an amount not to exceed \$15,000.00; and

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

WHEREAS, the Council of the Borough of Frenchtown desires to award a non-fair and open professional services contract to John M. Cantalupo of Archer & Greiner, PC.; 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, John M. Cantalupo of Archer & Greiner, PC. has completed and submitted a Business Entity Disclosure Certification which certifies that Archer & Greiner, PC. 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 John M. Cantalupo of Archer & Greiner, PC. from making any reportable

contributions through the term of the contract, and

NOW THEREFORE BE IT RESOLVED by the Common 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 general Bond Counsel services and the sale of Bond Anticipation Notes:

John M. Cantalupo of Archer & Greiner, PC.

2. A non-fair and open contract be awarded to John M. Cantalupo of Archer & Greiner, PC. to provide services as Bond Counsel for general Bond Counsel services and the sale of Bond Anticipation Notes in an amount not to exceed \$15,000.00.
3. Notice of award of this contract is to be published in the official newspaper of the Borough of Frenchtown.
4. This resolution shall take effect immediately.

Dated: January 6, 2016

Brad Myhre, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2016-24 - 2016 Sludge Removal Services Contract

On motion by John Hindman, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2016-24 as follows:

RESOLUTION #2016-24

WHEREAS, the Borough of Frenchtown advertised, and subsequently received bids, for 2016 Sanitary Sewage Sludge Removal and Disposal on December 29, 2015 per the attached bid summary:

WHEREAS, two bids were received as follows:

<u>Contractor</u>	<u>Unit Price</u> <u>Bid Per Gallon</u>	<u>Total per Year Based</u> <u>Upon Estimated</u> <u>350,000</u>
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Gallons

Russell Reid Waste Hauling & Disposal Services Keasbey, New Jersey	\$0.1223	\$42,805.00
Accurate Waste Removal Services, Inc. Lake Hopatcong, NJ	\$0.115	\$40,250.00

WHEREAS, Timothy D. Bradley, P.E., of Kleinfelder Omni has reviewed the submitted bid and determined that Accurate Waste Removal Services, Inc., 226 Prospect Point Road, Lake Hopatcong, NJ 07849 submitted the lowest responsive Bid in the amount of \$40,250.00;

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 that the Contract for 2015 Sanitary Sewage Sludge Removal and Disposal be and is hereby awarded to Accurate Waste Removal Services, Inc., 226 Prospect Point Road, Lake Hopatcong, NJ 07849 for their Bid in the amount of \$40,250.00, subject to the following conditions:

1. The Contract is awarded as a unit price bid Contract and final payment will be based upon the actual quantity utilized at the \$0.115 unit price bid per gallon, as outlined in the Plans and Specifications.
2. The Contract period will extend to December 31, 2016 as stated in the Bid Documents.

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda Shepherd, Clerk

Resolution #2016-25 – Resolution to retain Econsult Solutions LLC.

Attorney Cruz noted that the 271 municipalities have joined together to retain Econsult to prepare a report and they have done that. The court has required all municipalities in this litigation to designate an expert and this resolution authorizes him to tell the court that the

Borough intends to rely upon the Econsult report and intends to retain them as an expert. The Council is not retaining them right now because there is the expectation that a similar shared service agreement will be entered into. When that agreement is worked out, the matter will come to the Council to retain the expert to testify. The Council will rely on the report and will rely on the experts. On motion by William Sullivan, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2016-25 as follows:

**BOROUGH OF FRENCHTOWN
RESOLUTION NO. 2016-25**

WHEREAS, on July 2, 2015, the Borough of Frenchtown filed a Complaint for Declaratory Judgment captioned In the Matter of the Borough of Frenchtown for a Judgment of Compliance of its Third Round Housing Element and Fair Share Plan, Docket No. HNT-L-309-15; and

WHEREAS, that Complaint was filed in accordance with the New Jersey Supreme Court decision in In the Matter of the Adoption of N.J.A.C. 5:96, 221 N.J. 1 (2015); and

WHEREAS, on October 23, 2015, the Honorable Thomas C. Miller, P.J. Cv., entered an Order in the Declaratory Judgment Action requiring that the Borough advise him by January 8, 2016 of the expert that the Borough intends to use on affordable housing fair share issues; and

WHEREAS, the Borough joined with 271 other municipalities to retain Econsult Solutions, LLC, to prepare a report addressing affordable housing fair share issues within the State of New Jersey; and

WHEREAS, Econsult issued a revised report on December 30, 2015; and

WHEREAS, the Borough intends to rely upon that report at the trial of the Declaratory Judgment Action and to call upon Econsult to testify at the trial; and

WHEREAS, the Borough hereby authorizes the Borough Attorney to notify Judge Miller of its intention by January 8, 2016.

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 Borough of Frenchtown Attorney is hereby authorized to notify Judge Thomas C. Miller, P.J. Cv., that it intends to rely upon the revised report of Econsult Solutions, LLC, dated December 30, 2015, and to retain Econsult to testify at trial.
2. That this Resolution shall take effect immediately.

ATTEST:

**COMMON COUNCIL OF THE
BOROUGH OF FRENCHTOWN**

Brenda Shepherd, RMC
Borough Clerk

Brad Myhre, Mayor

I, Brenda Shepherd, Borough Clerk of the Borough of Frenchtown, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a Resolution adopted by the Common Council of the Borough of Frenchtown at a meeting held on January 6, 2016.

Brenda Shepherd, RMC
Borough Clerk

Dated: January 6, 2016

Resolution #2016-26 – Resolution of support from local Governing Body Authorizing the Sustainable Jersey Grant Application

On motion by Michele Liebttag, seconded by John Hindman and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2016-26 as follows:

Borough of Frenchtown

Resolution #2016-26

Resolution of Support from Local Governing Body Authorizing the Sustainable Jersey Grant Application

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Borough of Frenchtown strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, the Borough of Frenchtown is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey Small Grants Program;

THEREFORE, the Common Council of the Borough Frenchtown has determined that Frenchtown should apply for the aforementioned Grant.

THEREFORE, BE IT RESOLVED, that the Common Council of the Borough of Frenchtown, State of New Jersey, authorizes the submission of the aforementioned Sustainable Jersey Grant.

Brad Myhre, Mayor

Dated: January 6, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Mayor Myhre noted that Frenchtown has been very active with Sustainable New Jersey and he commended the Environmental Commission and the Green Team for those endeavors.

NEW BUSINESS

Borough Employees' requests to carry vacation time

Mayor Myhre noted that all the requests are in the Council packet along with requests to carry comp time. Mayor Myhre added that we are going to be working on a personnel manual and new standards for comp time and vacation time carry over. Based upon conversations with the Borough Clerk and employees, he recommended allowing the Borough employees to carry the time this year to 2016 and the Administrative Committee will work to define comp time limits this year. Responding to Michele Liebttag, Mayor Myhre asked that Victor Gilardi specify the number of comp hours he is carrying over. Michele Liebttag stated that comp time has been a contention for many years and we were trying to come up with a policy with a cap for carry over. There were mitigating circumstances for the police department this year and she requested as the Police Commission that they not be penalized for being diligent and working overtime to cover Murphy's absence. Mayor Myhre noted that the administrative committee will get the personnel manual done this year and added that Council has always granted the carry over time. Subsequent to a brief discussion, a motion was made by Michele Liebttag to allow Borough employees to carry vacation and comp time as requested subject to Victor Gilardi specifying the number of comp time hours. The motion was seconded by William Sullivan. The Mayor and Common Council approved the motion by unanimous favorable roll call vote.

OTHER NEW BUSINESS:

Mayor Myhre noted that he wanted to talking about the passing zone on Route 513 that was brought up earlier today under public comments. He would like to reach out to the Freeholder Board because the County recently repaved that road and when the County restriped it, they restriped it as a passing zone. He would like Council's approval to send a letter to the County Freeholder Board requesting that they eliminate the passing zone in our residential zone on Route 513. Council consented. William Sullivan recommended that we also look at the signage, etc. where Route 12 turns into the County Road and get the 40 mph reduced. Michele Liebttag noted that we will talk to the Chief about the data generated by the study and the report of speeding and possible reduction in speed as well. Mayor Myhre asked Michele Liebttag to take it to the committee.

OLD BUSINESS

Wastewater Treatment Plant Facility update

Jack Opdyke reported that we did have a freeze up of the disk filters. Victor Gilardi and Gerry Case worked diligently to get them flowing again and now have heaters on them. We have to look into why we are having this problem with a new plant.

Hilltop Streets

Mayor Myhre stated that we will keep the committee going forward. He reached out to USDA about funding opportunities to connect sewer up there. The USDA is a 40 year loan and the interest rate is fixed and is low right now. There is also funding opportunities with NJEIT.

Frenchtown 7, LLC – Redevelopment Plan

Mayor Myhre noted that this is still before the Planning Board.

COUNCIL COMMITTEE ASSIGNMENTS FOR 2016

Mayor Myhre noted that there is a proposed Council Committee Assignment list for 2016. He is open to feedback. He tried to put something together that reflects everyone's interests. He particularly wanted to focus on the Frenchtown Park this year. Responding to Cathy Leach as to the Public Health committee, Mayor Myhre noted that the Borough has never addressed public health issues well and issues have come up such as a dumpster behind a restaurant for an extended period of time, or a dumpster left in front of a vacant building, etc. It is something that we should focus on. Tadhg Rainey, the County Health director, would like to work with us. Mayor Myhre stated that he believes the Borough may have some exposure and should be proactive including reviewing sanitation codes, etc. and how someone reports a public health issue. Michele Liebttag commented that public health can be expanded to include senior services. We should start to utilize programs that are offered by the County and raise awareness to our seniors on what is available. Caroline Scutt stated that she would be happy to provide some information on the different programs throughout the county. Subsequent to a brief discussion, Council agreed to the Committee Assignments. On motion by Jack Opdyke, seconded by William Sullivan and carried by favorable vote voice, the Mayor and Common Council approved the 2016 Council Assignment list as follows:

2016 Committee Assignments

Sewer, Budget, Administration and Public Safety

Brad Myhre

Michele Liebttag – Fire and Police Commissioner
Jack Opdyke – Sewer Commissioner

Public Works and Facilities Maintenance

Bill Sullivan – Public Works Commissioner
Cathy Leach – Parks Commissioner
Jack Opdyke – Sewer Commissioner

Sanitation & Public Health

John Hindman – Trash and Recycling Coordinator
Caroline Scutt – Public Health
Michele Liebttag

Parks and Recreation

Cathy Leach – Parks Commissioner
Caroline Scutt – Public Health
John Hindman

Hill Top Streets Committee

Bill Sullivan – Committee Chair
Brad Myhre

Responding to Michele Liebttag, Mayor Myhre noted that the Borough will be reconstituting the Sewer Advisory Committee.

COUNCIL COMMENTS

John Hindman welcomed Mayor Myhre.

William Sullivan reported that we have a lot of salt left from last year and are prepared and ready to go.

Jack Opdyke commented that it is nice to see 2 former mayors and the current mayor in the same room.

Cathy Leach reported that she heard that a resident, Eric Ferido, was helpful this week by restoring one of the pieces of equipment at the park. That is something the community needs, seeing a problem and helping. She appreciates his help. She hopes it encourages other people.

Caroline Scutt welcomed Mayor Myhre.

CORRESPONDENCE

Mayor Myhre pointed out that Harry Heller, Supervisor of Communications for the County, announced his retirement. He has been employed by the County since 1978. Mayor Myhre noted that he appreciates his long term service.

Mayor Myhre stated that there is information in the packet about recycling tonnage grants and there is a report from the Department of Public Health on Rabies statistics.

Mayor Myhre noted that the Borough's zoning officer has retired. We are looking to see if the City of Lambertville would be interested in sharing a zoning officer with us as we currently do for the building department. The City of Lambertville is interested. We just sent information to Lambertville that was requested on the zoning officer position. William Sullivan asked for a job description for the zoning officer. Mayor Myhre stated that if Council is willing, we can have a special meeting to put a zoning officer in place once the agreement is finalized. Council consented to a special meeting.

ADJOURNMENT

Being no further business to come before the Mayor and Council, the meeting was adjourned at 9:05 pm on motion by Michele Liebttag, seconded by Jack Opdyke and carried by favorable voice vote.

Respectfully submitted,

Brenda Shepherd, RMC
Borough Clerk