

CALL TO ORDER

Mayor Myhre called the special meeting to order at 7:30 am and stated that in compliance with the "Open Public Meetings Act" this Meeting was duly noticed to the Hunterdon County Democrat and the Express Times on November 21, 2018; the Agenda has been posted at Borough Hall and distributed to the newspapers.

FLAG SALUTE

Mayor Myhre asked everyone to stand for the flag salute.

ROLL CALL

Present for the Meeting:

Liz Johnson
Michele Liebtag
Holly Low
Tami Peterson

Absent from Meeting:

Caroline Scutt
William Sullivan

Borough Clerk, Brenda S. Shepherd were present for the Meeting.

PUBLIC COMMENTS

The Council approved to open the public comment session. Having no comments, the Mayor closed the public comment session.

RESOLUTIONS:

Resolution #2018-138 – Signatures on checks

On motion by Holly Low, seconded by Michele Liebtag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2018-138 as follows:

R E S O L U T I O N #2018-138

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 2018 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 Michele Liebtag, Council President; and William Sullivan, Administrative Committee member.

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

Brad Myhre, Mayor; Brenda S. Shepherd, Borough Clerk; and Michele Liebtag, Council President; and William Sullivan, Administrative Committee member.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: November 26, 2018

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2018-139 - 2018 Budget Appropriation transfer

On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2018-139 as follows:

RESOLUTION NO. 2018-139

2018 BUDGET APPROPRIATION TRANSFER

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 the following transfers:

From:

Employee Group Health Benefits	\$ 1,900.00
Chief Financial Officer salary and wage	\$ 800.00

To:

Chief Financial Officer - Other Expense	\$ 2,700.00
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Brad Myhre, Mayor

Attest:

November 26, 2018

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2018-140 – Resolution authorizing the award of a contract to PM Consultants to serve as the Borough’s Chief Financial Officer

On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2018-140 as follows:

**RESOLUTION #2018-140
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO PM
CONSULTANTS TO SERVE AS THE BOROUGH’S CHIEF FINANCIAL OFFICER**

WHEREAS, the Borough of Frenchtown has a need to award a contract for a Chief Financial Officer to serve as the Borough’s Chief Financial Officer 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 through December 31, 2018; and

WHEREAS, PM Consultants has submitted a proposal dated November 17, 2018 indicating its willingness to provide Chief Financial Officer services to the Borough of Frenchtown in the amount of \$150.00 per hour until December 31, 2018; and

WHEREAS, PM Consultants has completed and submitted a Business Entity Disclosure Certification which certifies that PM Consultants 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 PM Consultants from making any reportable contributions through the term of the contract, and

WHEREAS, the funds are available in the Chief Financial Officer’s O&E budget for this contract not to exceed \$3,000.00.

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

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat.

Brad Myhre, Mayor

Dated: November 26, 2018

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Mayor Myhre noted that we will have a meeting with PM Consultants to establish what they will do and what they will not have to do. Recommendations will also be made. We will notify the staff.

ADJOURNMENT

Being no further business to come before the Mayor and Council, the meeting was adjourned at 7:36 am on motion by Liz Johnson, seconded by Tami Peterson and carried by favorable voice vote

Respectfully submitted,

Brenda Shepherd, RMC
Borough Clerk