

**CALL TO ORDER**

Mayor Myhre called the regular 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 and the Express Times on January 18, 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  
Caroline Scutt  
William Sullivan

Absent from Meeting:

Attorney Paul Rizzo and Borough Clerk, Brenda S. Shepherd, were present for the Meeting. Seven members of the public were also present.

**PUBLIC COMMENTS**

The Council approved to open the public comment session.

Joe Montemarano of 2 River Mills Drive, noted that he wanted to bring to the Council's attention the confusion at the construction site. Some people think it is a playground. It is a hazard and dangerous. It is not properly posted. The builder may be able to post something. Someone is going to get hurt. Mayor Myhre noted that he left 3 messages to the builder and has not received a call. The builder promises to clean up the site and take away the materials and secure the site. If it is not done, we will contact the building department. If the Borough has to take action, the Borough would have to put a lien against the project. Joe Montemarano responded that he hopes the builder responds.

Having no other comments, the Mayor 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 William Sullivan, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving the bills list of 4/4/18 as attached, and Resolution #2018-58 as follows:

**RESOLUTION NO. 2018-58**

**TEMPORARY BUDGET APPROPRIATIONS**

**BE IT RESOLVED**, by the Mayor and Common Council of the Borough of Frenchtown, County of Hunterdon and State of New Jersey, that the 2018 Temporary Budget Appropriations be raised by the statutory one twelfth.

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Brad Myhre, Mayor

Dated: 4-4-18

Attest:

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Brenda S. Shephard, RMC  
Borough Clerk

**APPROVAL OF MINUTES**

**Executive Session– February 15, 2018**

On motion by Liz Johnson, seconded by Michele Liebttag and carried by favorable roll call vote, the Mayor and Common Council approved the February 15, 2018 Executive Session meeting minutes with William Sullivan abstaining.

**Special meeting - March 20, 2018**

On motion by Liz Johnson, seconded by Michele Liebttag and carried by favorable roll call vote, the Mayor and Common Council approved the March 20, 2018 special meeting minutes with William Sullivan abstaining.

**NEW BUSINESS**

**Discussion and possible adoption of revisions to the Personnel Handbook -**

Mayor Myhre noted that we did review the comments from Council members and Attorney Cruz reviewed and incorporated what was appropriate. We still need to incorporate a social media policy in the handbook. You will see a copy of the revised handbook before hand. Liz Johnson asked if the clothing allowance was for all employees? It appears to cover male employees and not female employees. Mayor Myhre noted that it is by department and based upon the work you do. If you are working with certain materials that you would not want to get on your clothes such as excrement and tars and oils like in the public works and the sewer departments. Liz Johnson asked if the purchases are at the discretion of the employee? Mayor Myhre noted that steel toed boots are requirements. William Sullivan added that it is an OSHA requirement. They also should be wearing the proper safety equipment for what they are doing. OSHA does not require that they wear certain safety equipment all the time. Liz Johnson recommended that the employees be notified of it. William Sullivan stated that "all employees shall follow all OSHA requirements" should be added to the handbook. Responding to Holly Low as to enforcement, Mayor Myhre stated that the department heads are in a leadership position. Caroline Scutt added that the

department heads are required to go through training.

**Approval for Town Wide Yard Sale by Frenchtown Lions Club on April 20<sup>th</sup> and April 21<sup>st</sup>**

On motion by Liz Johnson, seconded by Holly Low and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the Town wide Yard Sale by the Frenchtown Lions Club on April 20<sup>th</sup> and April 21<sup>st</sup>.

**Approval for events by the Frenchtown Business and Professional Association**

Mayor Myhre noted that the Chief has been out sick. He has reviewed the Pride event application and has approved that event. He hopes to be back next week and will review the other event applications. He had concerns with some of the set ups for the other events. On motion by Caroline Scutt, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the Pride Event by the Frenchtown Business and Professional Association on May 20<sup>th</sup>, 10 am to 3 pm.

**Approval of the Account Application to Atlantic Tactical for the Police Department**

Mayor Myhre noted that the Police Department purchases their ammo through Atlantic Tactical. They still have to follow the purchasing policy. On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the Account Application to Atlantic Tactical for the Police Department.

**Approval of purchasing manual for the Borough**

Mayor Myhre noted that we did not have a formal purchasing manual. It requires 2 written quotes for anything over \$1,000.00. The manual has examples to request from contractor. This is the Borough first purchasing manual. All departments will have to sign off that they have received a copy. Daniele Lattig has worked hard to put this together and will take over as the purchasing agent. She will be sitting for the State Exam. Department will still follow the encumbrance process. This is a big step forward for the Borough. He added that Daniele Lattig and Diane Laudnbach can sit down with all department heads and go through the manual page by page. He asked the Council to approve this new purchasing manual. On motion by Liz Johnson, seconded by Michele Liebttag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the purchasing manual for the Borough.

**Approval of a contract with Rivernet for 2018**

On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the contract with Rivernet for IT services for 2018.

**Appointment of John Mizin to the Environmental Commission – term expires 12/31/19**

On motion by Holly Low, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved to appoint John Mizin to the Environmental Commission with his term expiring on 12/31/19.

**New proposals for Open Space and Recreational Plan**

Mayor Myhre noted that the Borough gave an initial allocation for an open space plan. It enables us to qualify for Green Acres money for any acquisition. He met with Margaret Waldock who is on the open space committee, the environmental commission, members of the planning board and the

new planner Darlene Green. Originally, the Borough allocated over \$4,000.00 for an open space and recreation plan. Bigger ideas came out over the table and there was talk about connectivity and sale of the Thompson Tract and land off of Everittstown Road. An overall goal would be to go around the Borough to connect to Milford Road for a long hiking trail. To put a plan together for that would be expensive. We asked Planner Green to put together two proposals, one for the initial Open Space and Recreational Plan and one for a full comprehensive plan including the riverside park and Old Frenchtown field with an action plan. The initial plan proposal is \$7,055 and the full comprehensive plan is \$15,800.00. Either plan can be paid out of the open space funds. The initial plan would include the Thompson Tract. If we try to acquire the Thompson tract, we would only be eligible for 25% grant opportunities without a plan. If we have a plan, we would be eligible for 50%. Mayor Myhre stated that the initial plan would be approximately \$3,000.00 more than the original proposal. William Sullivan stated that a plan has great potential. He is concerned that if the Borough removes properties from the tax rolls, it will limit taxable properties in the future and increase the burden on those taxpayers. He is also worried about the potential of losing taxes on the ArtYard properties. Mayor Myhre stated that the Thompson tract has been under farmland assessment for 20 years and he has paid approximately \$700.00 in taxes per year. The Borough has envisioned a green belt around Frenchtown and concentrated growth in the sewer service area. The land is not developable with the steep slopes and location next to a C1 stream. Caroline Scutt noted that the open space plan would be an update to the Master Plan. Holly Low commented that the Borough has a lot to gain from additional green. It is an integral part of the watershed. The water comes from a well head from the Nishisackawick aquifer. Having that space is important for future generations. She also shares William Sullivan's concerns. Subsequent to a brief discussion, Mayor Myhre asked if the Council wants to update open space plan? The Council agreed that it should. On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Council approved the updated open space proposal from Maser Consulting in the amount of \$7,055.00.

**Use of Old Frenchtown Field for softball game – May 6<sup>th</sup> 1:00 pm with raindate of May 20<sup>th</sup> 1:00 pm**

On motion by Liz Johnson, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the use of Old Frenchtown Field for the softball game on May 6<sup>th</sup> at 1:00 pm with a raindate of May 20<sup>th</sup> at 1:00 pm.

**OLD BUSINESS**

**Approval of carry over time for employees**

Liz Johnson noted that she has collected data on the past history of comp time and has forwarded it to Attorney Cruz and the Council. She will address the comp time request at the May meeting.

Michele Liebttag stated that after review of the comp time carry request for Chief Kurylka, she is recommending Chief to be allowed to carry 25 days of vacation and 21 days of comp time because of the reduction of personnel and shift changes picking up extra shifts. On motion by Liz Johnson, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Chief Kurylka to carry 25 days of vacation and 21 days of comp time from 2017 to 2018.

**COUNCIL COMMENTS**

Liz Johnson reported the following:

1. On March 25<sup>th</sup>, we received notice of an additional violation on the permit. We are still a little high in ammonia. A NJDEP representative was out to inspect the plant and is looking for an affirmative defense of the violation. The bugs are growing back. We may not be fined.

Caroline Scutt reported the following:

1. We had our first meeting of the Economic Development committee. We decided to follow two tracks, revisit the Downtown Revitalization Plan and set up a meeting with the Freeholder to apply for grants. We are looking at the County SEC and what we can do and what area we want to focus on. We discussed being friendlier by welcoming new businesses and making information available for the process to do business.

Michele Liebttag reported the following:

1. She thanked the Chief and Officer Young for coming back earlier from the conference to handle the snow event on March 21<sup>st</sup>.
2. There was a shift in animal abuse responsibilities. Daniel Titen began schooling for that responsibility.

William Sullivan reported the following

1. Public Works is working well together with the snow storms and fallen trees. They are a good team with all different types of skills and they get a lot done.
2. He also sits on the Shade Tree Commission. David Gano has resigned from the Shade Tree Commission and we need another member.

Holly Low commented that she sent an email about trimming and pruning at the Borough Park. She would like to see that done as an annual event. Mayor Myhre added that last year the Shade Tree Commission added the park into their plan. We can use open space funds for that. William Sullivan stated that the Shade Tree Commission gets a good rate for a day. He can contact Geoffrey Stanley to set something up.

Holly Low reported the following:

1. The park should be opening any day. They had an issue with one of the pieces so once Engineer Burr gives us the go ahead we will open the park. The projects to be done by the volunteers and the DPW will be done over the next few months. The official ribbon cutting ceremony will be June 10<sup>th</sup>. She will provide all the details.
2. The Park clean up is Saturday, April 21<sup>st</sup>. The Lions club will paint the pavilion and the bathrooms building. Volunteers will clean up big limbs, the stream bank and nature trail. They will also clean up some limbs at Sunbeam Park. We decided to purchase some fence material to finish the plan. There will be new fencing between the new playground and parking lot. The remaining fence is wire on stumps. We are hoping to get funds to replace that. Mike Rcino has offered to build up the new sandbox. Jack Opdyke donated the materials.
3. The park fundraising went so well, we want to add back a few things such as the exercise pieces, a chin up bar and a sec saw. Because it is a small amount, we can get quotes. She received a quote from Engineer Burr in the amount of \$750.00 to prepared an RFP for this. It can come out of the donations. Once we receive the matching Fargo grant, we will have raised \$27,000.00. We would like to use \$10,000.00 to work things back into

the park plan. She asked the Council for approval to have Engineer Burr prepare the RFP.

On motion by Holly Low, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the proposal from Engineer Burr in the amount of \$750.00 to prepare an RFP for the additional items we want to add to the park plan as discussed.

Tami Peterson reported the following:

1. She has posted updates on the website. She will post the park clean up and the agenda. She will also make the announcement on the Facebook Page. She is also posting links to the minutes. It is a good way to get people involved and let them know what is going on.
2. She has updated the Fire Department information and will add the Yard Sale information and the ribbon cutting ceremony to the website.
3. The economic development committee meeting went well. We are looking at the overall growth and the immediate issues. We are also speaking to individuals and getting feedback.
4. She applauded Public Works for the great job cleaning up the roads during the snow storms.

Caroline Scutt commended the Planning Board on the approval process for the ArtYard application. It is nice to see that handled smoothly. The Chimney Swift structure is up.

Mayor Myhre reported the following:

1. ArtYard is a tremendous addition to the community. The theatre project received approval. It will be great for Frenchtown and its homeowners. It will enhance the downtown. They will bring in top talent. The theatre project is a high class building. Scott VanCleaf, purchaser of the Ceramics Plant, was in attendance at the planning board meeting watching the ArtYard process. Scott VanCleaf has hired site remediation experts and is moving forward. They have put up another sign and in addition will send a summary to the Council as to where they are with the clean up and what they found. They will provide a document and are willing to be full partners. Holly Low asked that the report be sent to the Environmental Commission.
2. For the softball game with Millford, we will need volunteers to help get food to the food pantry. For general set up and clean up, we will need 3 people.
3. We are meeting next week to introduce the Borough budget. We have been back and forth with the auditor. There will be no increases in the sewer rates. We cut some areas of spending in the sewer budget as we lost 28 sewer rental units. The Auditor believes we can get through with the cuts. The Borough needs to have a conversation about growth in the municipality. We built a new sewer plant from a build out analysis and we are below that projection. The Ceramics Plant is back on track and will be an essential project. We will be under the 2% cap for the budget. We will make some capital improvements such as the steps and ramp at Borough Hall and we have mold in the Police Department. We will work on the sidewalk downtown. We will continue on Phase 2 of our catch basins. There are 12 around town that need repair. We are looking into the Live Scan program for the Police Department. We are making an investment in planning and the downtown zoning. We are looking at a plan to make it more flexible for today's market conditions and to fill spaces.

**CORRESPONDENCE**

Caroline Scutt noted that there is a request to use Borough Hall for a winter workshop by Beth and Bill again this year. They are requesting to use Borough Hall on Thursday, May 10<sup>th</sup> from 3 to 9:30 pm. There is no fee to attend. This is the second year and they will bring the spot light to Frenchtown. The theme this year is "Favorite place in Frenchtown". They have wrote and published 15 novels. On motion by Caroline Scutt, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved to allow Beth and Bill to use Borough Hall on Thursday, May 10<sup>th</sup> from 3 to 9:30 pm for a winter workshop at no fee to the public.

Michele Liebtag noted that there is correspondence on the Relay for Life. She supports the request for the proclamation. The Council agreed to support the Relay for Life proclamation at the May 2<sup>nd</sup> Council meeting.

Mayor Myhre noted that there are two dates that conflict for Old Frenchtown Field with the DV Lighting and the DVAA. We will try to accommodate them. The DVAA will do the field prep for the Borough.

Responding to Tami Peterson about the Fire Department report, Michele Liebtag noted that they will be meeting with them next Wednesday.

**EXECUTIVE SESSION**

- a. Contract Negotiations – PBA 188 Local
- b. Contract Negotiations - Frenchtown Bridge Street, LLC.

Mayor Myhre noted that there will be no executive session this evening.

**ADJOURNMENT**

Being no further business to come before the Mayor and Council, the meeting was adjourned at 8:37 pm on motion by William Sullivan, seconded by Caroline Scutt and carried by favorable voice vote.

Respectfully submitted,

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Brenda Shepherd, RMC  
Borough Clerk