

CALL TO ORDER

Clerk Shepherd 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 10 2019; the Agenda has been posted at Borough Hall and distributed to the newspapers.

FLAG SALUTE

Clerk Shepherd asked everyone to stand for the flag salute.

CERTIFICATION OF ELECTION & OATH OF OFFICE

Clerk Shepherd noted that the County Board of Canvassers determined that at the Election held on 11/5/19, Brad Myhre was duly elected Mayor, Liz Johnson and Kandy Ferree were duly elected members of the Common Council for a full term.

OATH OF OFFICE FOR MAYOR BRAD MYHRE

Mayor Myhre introduced his mother Lisa and his sister Stephanie who joined him for his Oath of Office. He stated that he has the honor of being sworn in by his friend, Congressman Leonard Lance, and former U. S. Representative. Congressman Lance then administered the Oath of Office to Mayor Brad Myhre. Mayor Myhre accepted his Oath of Office.

Mayor Myhre resumed the chair of the meeting.

OATH OF OFFICE FOR LIZ JOHNSON

Liz Johnson was joined by her husband for her Oath of Office. Mayor Myhre administered the Oath of Office to Councilwoman Liz Johnson and she accepted her oath of office.

OATH OF OFFICE FOR KANDY FERREE

Kandy Ferree was joined by her son Max and partner Lane. Mayor Myhre administered the Oath of Office to Councilwoman Kandy Ferree. She accepted her Oath of Office.

ROLL CALL

Present for the Meeting:

Kandy Ferree
Liz Johnson
Michele Liebttag
Tami Peterson
Caroline Scutt
William Sullivan

Absent from Meeting:

Attorney Edward Pursell, and Borough Clerk, Brenda S. Shepherd, were present for the Meeting. 35 members of the public were also present.

ELECTION OF COUNCIL PRESIDENT & OATH OF OFFICE

Mayor Myhre asked for nominations for Council President. A motion was made by Liz Johnson to nominate Michele Liebttag as Council President for 2020. The motion was seconded by William Sullivan. Having no other nominations, the motion carried by unanimous favorable roll

call vote to elect Michele Liebtag as Council President for 2020. Mayor Myhre announced that Michele Liebtag will be sworn in by Mayor Julia Fahl of Lambertville. Michele Liebtag was joined by her husband Adam. Mayor Julia Fahl administered the Oath of Office for Council President to Michele Liebtag. She accepted the Oath of Office.

MAYOR'S COMMENTS

Mayor Myhre welcomed all in attendance and wished them a Happy New Year. He said he was grateful to be Mayor again. It is a tremendous honor, as he was born and raised in this town. He very much appreciates all who made it possible. He added that there is a wonderful council, and he appreciated the families of all the council members, as the job takes a lot of time and they make the sacrifice. He thanked Laine and Max for the sacrifice they are making for Kandy's service. The mayor also thanked his family for being present and for supporting him. Next, he thanked the borough staff, saying that it's a great staff that works hard every day. He also appreciates the work of the police and the volunteer firefighters, who do a tremendous job. Mayor Myhre stated that he looked forward to an exciting 2020 to come, with \$2,000,000 in federal grants for work this coming year. We will be doing Milford Road and Harrison Street. There is a federal grant for the downtown in the amount of \$1,000,000.00. Congressman Lance's office helped with that and we appreciate it. The Mayor also stated that he thought we had a really bright future. There has been a tremendous transformation, and everyone should be excited. He thinks a lot of the reason we are doing so well is that everyone works together on this governing body, and we do so for the best interest of the people. So, thank you very much, it's an honor to serve.

The Mayor called Congressman Lance to make a few remarks.

Congressman Lance wished the assembly a good evening and a Happy New Year. May 2020 be filled with good health and happiness, prosperity and peace across the globe. He said that small towns are challenging. He knows this because he was raised in Glen Gardner, a small town that makes Frenchtown look like a metropolis. The challenge of small municipalities is that they make quality of life an ambition. That is true here in Frenchtown, due in no small measure to the Mayor and Council. He commends them for working in a bipartisan fashion on issues of concern to the entire community. Congressman Lance stated that he has known Brad Myhre for many years. Mr. Lance's late father was a friend of Brad Myhre's grandfather. Mr. Lance recalled meeting Brad in Washington, D. C., when he first went into Congress. He met with then-Congressman Ferguson, and when he entered the office there was a friendly face, and that was Brad. Brad was the only person Lance recognized as being from Hunterdon County. He went on to say that Brad had been very good to him politically, but more important than that, he thinks Brad is a person with a good heart for all the people of Frenchtown. He congratulated the Council President and the new member of Council. The new member's son Max told him that his best subjects are math and social studies, and of course it is for young people like Max that Mr. Lance thinks we are all performing public service. He knows this is true of everybody serving here in Frenchtown. 2020 will be an important year in the history of this country, and his wish for our country is that we move forward together recognizing that our strengths are enhanced if we work together on behalf of the common wealth. Thank you very much.

Mayor Myhre asked Councilwoman Kandy Ferree if she wished to say a few words.

Councilman Kandy Ferree first thanked her partner Laine and son Max, without whom this would not have happened. When Michele Liebttag first called her to tell her of a vacancy on the council and asked if she would consider serving, she said “No!” She later came to know that most women run for office because they have been encouraged by someone, not that they seek the power of an office. Max and Laine told her she had to do it, and she is grateful for the sacrifices they have made so she could do so. She is also grateful that most of the gallery is filled with friends and colleagues. Ms. Ferree noted that it was Catherine Lent’s fault that she was in Frenchtown. She and Ms. Lent were college roommates, and she drew Ms. Ferree here. Most important, said Kandy, was that she herself chose to be here. She and her family moved in order to be in a place where they could be grounded and could find ways to contribute locally. Laine is already active in the county and on the school board, and she, Kandy, tries to serve in her job at ArtYard and now in her newly elected position on the Borough Council. She added that it is most important that we all know that we are endowed by our Creator with inalienable rights. Elected government officials serve at the consent of the people. That is her pledge, to do that with transparency and honesty in this position. She said she hoped that all shared that same seriousness and care and attention. She is increasingly convinced that the madness of the world, regardless of party, ultimately comes down to what people choose to do. But instead they can serve on school boards, on borough councils, etc. She is tremendously grateful and humble to serve on this Council.

Mayor Myhre asked Councilwoman Liz Johnson if she wished to say a few words.

Councilman Liz Johnson said that three years ago she had an agenda. The sewer plant was an asset, but it was a liability, too. She had plans for that. She knew that residents were paying for services they were not using. But as it happened, she found there was a lot in her way as she began to work through the issue. However, she hopes that by the end of this year, there will be new users. She hopes this will mean lower rates for the residents, but at least it will not mean higher rates. Her other council interest has been the Parking Committee. The question has been raised: should we provide more parking and should we have paid parking. Ms. Johnson stated that she had seen a lot of changes, and she has also seen a huge promise. ArtYard is going to bring us great things. There are other developments. There is a magic that’s happened here that she is grateful to be part of. She is glad that the Council all works together, with bipartisan cooperation. She is proud to be part of that. She added that government works. Please don’t lose faith. She looks forward to working with everyone. Thank you.

Mayor Myhre asked Council President Michele Liebttag if she wished to say a few words.

Council President Michele Liebttag said she was beyond honored to work with this Council. She stated that we are in a divisive time, but it’s not so here in Frenchtown. She thanks the folks on this dais. She added that she had been stalking Kandy Ferree for a reason, because she knew Ms. Ferree would be a fit with the philosophy here. We all serve with no ego, and try to do what’s best for the residents of Frenchtown. Ms. Liebttag thought that, without a doubt, Ms. Ferree would be a hit, so she thanks her for saying yes. She also thanks Laine and Max for supporting that. Ms. Liebttag noted that we have a tremendous team, and we’re doing amazing things. There is a lot on the horizon for 2020, and she sees it getting better and better. There is ArtYard, and a lot of new housing to be built. Frenchtown is an amazing place. She also said that the Business and Professional Association had made this year’s holidays the best in the 15 years she has lived here. She is thrilled and honored to be part of all this. She also wanted to thank her friend Julia

Fahl, the Mayor of Lambertville for coming and swearing her in. It's nice for women to support other women, and also for politicians to support other politicians. She said she has worked in a very highly politicized environment, and she is beyond fortunate to have colleagues like this, because she knows others that don't have that luxury. Finally, Ms. Liebtag thanked her husband Adam. Adam was the former Council President, and he came off Council so that they could spend more time together. Then she stepped up. This is only possible because of Adam's infinite patience and his willingness to support her, and she thanks him.

Mayor Myhre asked the Council to take a 20 minute break. Council consented.

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 Caroline Scutt, seconded by Michele Liebtag and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving Resolutions #2020-01 through Resolutions #2020-23 as follows:

R E S O L U T I O N #2020-01

2020 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 2020 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided; and,

WHEREAS the date of this Resolution is within the first thirty days of January 2020; and,

WHEREAS, the total appropriations in the 2020 Current and Sewer Utility budgets, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund, and public assistance are \$1,854,921.00 and \$484,110.00, respectively; and,

WHEREAS, twenty-six and twenty-five hundredths percent (26.25%) of the total appropriations in the 2019 Current and Sewer budgets, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, are the sum of \$486,916.76 and \$127,078.88, respectively; and,

WHEREAS, the below listed temporary appropriations for the 2020 fiscal year, totaling \$428,215.00 and \$111,350.00 respectively, are within the above listed twenty-six and twenty-five hundredths percent (26.25%) limitations;

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, 2020, and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for his/her records:

| GOVERNING BODY | |
|--|-------------|
| Governing Body Salary & Wage | \$750.00 |
| Governing Body Other Expense | \$1,100.00 |
| BOROUGH CLERK | |
| Borough Clerk Salary & Wage | \$22,625.00 |
| Borough Clerk Other Expense | \$5,500.00 |
| FINANCIAL ADMINISTRATION | |
| Financial Administration Salary & Wage | \$18,265.00 |
| Financial Administration Other Expense | \$8,000.00 |
| REVENUE ADMINISTRATION | |
| Revenue Administration Salary & Wage | \$4,500.00 |
| Revenue Administration Other Expense | \$2,000.00 |
| TAX ASSESSMENT ADMINISTRATION | |
| Tax Assessment Salary & Wage | \$2,625.00 |
| Tax Assessment Other Expense | \$500.00 |
| LEGAL SERVICES - OTHER EXPENSE | |
| LEGAL SERVICES- GENERAL REPRESENTATION | \$6,500.00 |
| ENGINEERING OTHER EXPENSE | |
| ENGINEERING SERVICES - GENERAL | \$1,875.00 |
| ECONOMIC DEVELOPMENT - OTHER EXPENSE | |
| ECONOMIC DEVELOPMENT - PROFESSIONAL SERV | \$500.00 |
| PLANNING BOARD/ZONING BOARD | |
| Planning/Zoning Salary & Wage | \$3,950.00 |
| Planning/Zoning Other Expense | \$5,000.00 |
| COAH | |
| COAH Other Expense | \$750.00 |
| UNIFORM CONSTRUCTION CODE ENFORCEMENT | |
| UCC Salary & Wages | \$750.00 |
| INSURANCE | |
| GENERAL LIABILITY | \$20,000.00 |
| WORKERS COMPENSATION | \$6,000.00 |
| EMPLOYEE GROUP HEALTH | \$50,000.00 |
| POLICE | |
| Police Salary & Wages | \$68,750.00 |
| Police Other Expense | \$20,000.00 |
| OFFICE OF EMERGENCY MANAGEMENT | |
| OEM Other Expense | \$625.00 |
| FIRST AID ORGANIZATION | |
| FAO - Other Companies | \$9,000.00 |
| FIRE PREVENTION BUREAU | |
| Fire Prevention Salary & Wages | \$25.00 |
| Fire Prevention Other Expense | \$25.00 |

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| Fire Department Other Expenses | \$3,000.00 |
| Fire Hydrant Service | \$6,000.00 |
| MUNICIPAL PROSECUTOR | |
| Municipal Prosecutor Salary & Wages | \$2,150.00 |
| STREETS AND ROADS MAINTENANCE | |
| Streets & Roads Salary & Wage | \$35,000.00 |
| Streets & Roads Other Expense | \$7,500.00 |
| SNOW REMOVAL | |
| Snow Removal Salary & Wages | \$2,000.00 |
| Snow Removal Other Expense | \$5,000.00 |
| SHADE TREE | |
| Shade Tree Salary & Wage | \$125.00 |
| Shade Tree Other Expense | \$500.00 |
| BUILDINGS & GROUNDS | |
| Buildings and Grounds Other Expense | \$3,750.00 |
| PUBLIC HEALTH SERVICES | |
| Public Health Services Salary & Wage | \$1,000.00 |
| Public Health Services Other Expense | \$200.00 |
| ENVIRONMENTAL COMMISSION | |
| Environmental Commission Other Expense | \$375.00 |
| ANIMAL CONTROL SERVICES | |
| Animal Control Other Expense | \$950.00 |
| PARKS AND PLAYGROUNDS | |
| Parks and Playgrounds Other Expense | \$750.00 |
| PARTICIPATION IN FREE COUNTY LIBRARY | |
| Library Salary & Wages | \$2,875.00 |
| Library Other Expense | \$700.00 |
| CELEBRATION OF PUBLIC EVENTS | |
| Celebration of Public Events Other Exp | \$500.00 |
| UTILITY EXPENSES AND BULK PURCHASES | |
| Electricity | \$3,500.00 |
| Street Lighting | \$5,150.00 |
| Telephone | \$5,000.00 |
| Water | \$1,050.00 |
| Fuel Oil | \$650.00 |
| Gasoline | \$5,750.00 |
| Natural Gas | \$4,000.00 |
| GARBAGE & TRASH REMOVAL OTHER EXPENSE | \$7,500.00 |
| GARBAGE & TRASH REMOVAL - CONTRACTUAL | \$25,000.00 |
| PAYROLL EXPENSES | |
| SOCIAL SECURITY SYSTEM (O.A.S.I.) | \$12,500.00 |
| DCRP - EMPLOYER CONTRIBUTION | \$500.00 |

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|-------------------------------|-------------|
| STATE DISABILITY INSURANCE | \$150.00 |
| MUNICIPAL COURT | |
| Municipal Court Salary & Wage | \$18,875.00 |
| Municipal Court Other Expense | \$6,000.00 |
| PUBLIC DEFENDER | |
| Public Defender Salary & Wage | \$600.00 |

SEWER

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|---|-------------|
| Sewer Utility - Salary & Wages | \$47,500.00 |
| Sewer Utility - Other Expense | \$46,250.00 |
| Sewer Utility - Liability Insurance | \$4,000.00 |
| Sewer Utility - Worker's Comp Insurance | \$2,000.00 |
| Sewer Utility- Group Insurance | \$7,000.00 |
| Sewer Utility - Social Security | \$4,500.00 |
| Sewer Utility -State Disability Ins. | \$100.00 |

Debt Service

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|--------------|--------------|
| Debt Service | \$124,620.33 |
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Brad Myhre, Mayor

Attest:

January 2, 2019

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-02

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 2020, and the Reorganization meeting in January 2021:

- Thursday, January 2
- Wednesday, February 5
- Wednesday, March 4
- Wednesday, April 1
- Wednesday, May 6
- Wednesday, June 3
- Wednesday, July 1

Wednesday, August 5
Wednesday, September 2
Wednesday, October 7
Wednesday, November 4
Wednesday, December 2
Wednesday, December 30
Wednesday, January 6, 2021 – 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 Hunterdon County Democrat.

Borough of Frenchtown

By _____
Brad Myhre, Mayor

Dated: January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2020-03

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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2020-04

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, 2020; May 1, 2020; August 1, 2020 and November 1, 2020 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 Hunterdon County Democrat.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: : January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-05

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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-06

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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-07
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 12/5/19 indicating they will provide that attorney services at an hourly rate of \$160.00 per hour, inclusive of litigation with Council meetings at the hourly rate of \$160.00; 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 2020 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.

Brad Myhre, Mayor

Dated: : January 2, 2020

Attest:

Brenda S. Shepherd, RMC

**RESOLUTION #2020-08
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//12/19 indicating they will provide that attorney services for the amount of \$162.50 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 2020 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.

Brad Myhre, Mayor

Dated: : January 2, 2020
Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-09
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN ENGINEER
TO SERVE AS BOROUGH ENGINEER

WHEREAS, the Borough of Frenchtown has solicited a Request for Proposal for engineering services for the Borough of Frenchtown for 2020 through a fair and open process in accordance with NJSA 19:44A-20.4 et. seq.; and

WHEREAS, proposals were received from VanCleaf Engineering Associates, Maser Consulting, PA, and Engineering and Land Planning Associates, Inc. and is on file in the Borough Clerk's office; and

WHEREAS, these proposals were reviewed by the Purchasing Agent and Administrative Committee: and

WHEREAS, it is the opinion of the Administrative Committee to award the 2020 engineering contract to William H. Burr IV of Maser Consulting PA because of his knowledge of and involvement in numerous ongoing projects in the Borough of Frenchtown; and

WHEREAS, the term of this contract is up to 1 year; 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 2020 will not exceed \$7,500.00 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.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

**RESOLUTION #2020-10
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 12/10/19 indicating they will provide that auditing services for the amount not to exceed \$21,850.00 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 2020 will not exceed \$25,000.00; 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 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.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-11

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 12/12/19 indicating they will provide engineering services for the amount of \$148.00 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 2020 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.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-12
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 12/12/19 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 2, 2020

Brad Myhre, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-13
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR A PLANNER
TO SERVE AS THE PLANNER FOR THE BOROUGH OF FRENCHTOWN

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

WHEREAS, the Borough of Frenchtown has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract will expire on December 31, 2020; and

WHEREAS, Darlene A. Green, PP, AICP of has submitted a proposal dated December 17, 2019 indicating she will provide planner services for the amount \$150.00 per hour; and

WHEREAS, Darlene A. Green, PP, AICP of Maser Consulting PA has completed and

submitted a Business Entity Disclosure Certification which certifies that Maser Consulting PA has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council or County Committees in the previous year, and that the contract will prohibit Maser Consulting PA from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2020 will not exceed \$12,500.00 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 , Darlene A. Green, PP, AICP of Maser Consulting P.A. as described herein.

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.

Dated: January 2, 2020

Brad Myhre, Mayor

Attest:

Brenda S. Shepherd,
Borough Clerk

R E S O L U T I O N #2020-14
PROFESSIONAL CONTRACTS

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, an Engineer to serve the Borough, a Borough Bond Counsel and a Borough Planner; 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 2020 Temporary Budget and will be made available in the 2020 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 2020:
 - 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
 - f. John Cantalupo, Bond Counsel, Archer & Greiner
 - g. Darlene Green, Planner, Maser Consulting PA
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 Hunterdon County Democrat.

Brad Myhre, Mayor

Dated: January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

BOROUGH OF FRENCHTOWN
County of Hunterdon, New Jersey

Resolution No. 2020-15

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
Investors Savings 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 2, 2020

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-16

**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.:

Investors Savings Bank
TD 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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2020-17

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 2020 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 Liebttag, Council President; and Andrew Bernath, Chief Financial Officer.

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 Andrew Bernath, Chief Financial Officer.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

**RESOLUTION #2020-18
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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-19

Holidays for 2020

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 twelve holidays for the Borough Officials and Employees for the Year 2020:

Martin Luther King, Jr. Day ...01/20/2020
President's Day 02/17/2020
Good Friday 04/10/2020
Memorial Day 05/25/2020
Independence Day 07/03/2020
Labor Day 09/07/2020
Columbus Day10/12/2020
Veteran's Day11/11/2020
Thanksgiving 11/26 & 27/2020
Christmas 12/25/2020
New Year's Day 1/1/2021 (for 2020)

Brad Myhre, Mayor

Dated: : January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution 2020-20

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 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2020-21

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 2020 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 2, 2020 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 2020-22

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 2020; and

BE IT FURTHER RESOLVED, that Andrew Bernath, Deputy Clerk, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2020; 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 2, 2020 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 2020-23

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 2020 in the form attached hereto.

Borough of Frenchtown

By _____
Brad Myhre, Mayor

ATTEST:

Brenda S. Shepherd, RMC

2020 APPOINTMENTS

On motion by Michele Liebtag, seconded by Tami Peterson, and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the following appointment list for 2020:

2020 APPOINTMENTS

| | Term Expires |
|---|------------------------------------|
| Borough Clerk | Brenda S. Shepherd Tenured |
| Deputy Borough Clerk | Andrew Bernath Dec. 31, 2020 |
| Collector of Taxes..... | Daniele M. Lattig Dec. 31, 2023 |
| Chief Financial Officer | Andrew Bernath Dec. 31, 2022 |
| Tax Assessor..... | David Gill Tenured |
| Licensed Operator (Sewer Treatment Plant) | Mark Wood Dec. 31, 2020 |
| Police Patrolman (full time salaried) | Erik Eccles Dec. 31, 2020 |
| Police Patrolman (full time salaried) | Kevin Coletta Dec. 31, 2020 |
| Registrar of Vital Statistics..... | Brenda S. Shepherd Tenured |
| Public Agency Compliance Officer | Brenda S. Shepherd Dec. 31, 2020 |
| Deputy Registrar/Clerk Assistant | Daniele M. Lattig Dec. 31, 2020 |
| Collector of Sewer Rents..... | Daniele M. Lattig Dec. 31, 2020 |
| Secretary to the Planning Board | Brenda S. Shepherd Dec. 31, 2020 |
| Library Clerk Assistant | Kelly Pickering Dec. 31, 2020 |
| Administrative Assistant | Ellen Russell Dec. 31, 2020 |
| Licensing Official | Brenda S. Shepherd Tenured |
| Assessment Search Officer | Brenda S. Shepherd Tenured |
| Tax Search Officer..... | Daniele M. Lattig Dec. 31, 2023 |
| Municipal Judge..... | Gerald Shamey |
| Court Administrator..... | Jacqueline Signorile Dec. 31, 2020 |
| Clerical Assistant to Court Administrator | Lora Wozniak Dec. 31, 2020 |
| Court Assistant..... | Michele Stewart Dec. 31, 2020 |
| Violations Clerk..... | Lora Wozniak Dec. 31, 2020 |
| Public Defender..... | Scott Wilhelm Dec. 31, 2019 |
| Prosecutor | Erik Peterson Dec. 31, 2020 |
| Alternate Prosecutor..... | |
| Emergency Management Coordinator | Karen Harmon Dec. 31, 2020 |
| Alternate Emergency Management Coordinator..... | Amy Cochrane Dec. 31, 2020 |
| Public Works Manager | Michael Reino Dec. 31, 2020 |
| Public Works Senior/Heavy Equipment Operator..... | Michael Roden Dec. 31, 2020 |
| Public Works /Sewer Assistant-..... | Jeff Panek Dec. 31, 2020 |
| Police Matron | Jennifer Terepka Dec. 31, 2020 |
| Police Administrative Assistant..... | Kelly Mack Dec. 31, 2020 |
| Zoning Officer | Frank D'Amore Dec. 31, 2020 |

Borough Boards and Commissions
2020

LIBRARY BOARD

Carol Pepe
Mary Stewart
John Smith
Ann Vittolo

Scott Deter
Jennifer Mecham
Myrna Smith

SHADE TREE COMMISSION
5 Year Terms

| | |
|------------------|------|
| Geoffrey Stanley | 2022 |
| John Mizin | 2023 |
| | 2024 |
| Melissa Allen | 2020 |
| William Sullivan | 2021 |

PLANNING BOARD

| Member | Position | Term Expires |
|--------------------|-----------------|---------------------|
| Brad Myhre | Class I | 12/31/2023 |
| Michael Reino | Class II | 12/31/2020 |
| William Sullivan | Class III | 12/31/2020 |
| Jeanne Herb | Class IV | 12/31/2022 |
| John B. DenBlyeker | Class IV | 12/31/2022 |
| Randi Eckel | Class IV | 12/31/2021 |
| John Dougherty | Class IV | 12/31/2021 |
| Maggie Cooke | Class IV | 12/31/2023 |
| Gordon Dragt | Class IV | 12/31/2023 |
| Paul Tomko | Alternate I | 12/31/2021 |
| | Alternate II | 12/31/2020 |

Brenda S. Shepherd - Secretary

Environmental Commission

| | |
|------------------|----------|
| Margaret Waldock | 12/31/20 |
| Jim Meade | 12/31/20 |
| Peter Palac | 12/31/20 |
| Joel Boriak | 12/31/21 |
| Tom Woodruff | 12/31/21 |
| | 12/31/22 |
| John Mizin | 12/31/22 |

REGULAR MEETING

PUBLIC COMMENTS

The Council approved to open the public comment session.

Laura Pointon of 54 Kingwood Avenue asked about the retaining wall at Sunbeam Park that is listed on the agenda under New Business. What are the dates and length of time for repairs. The Business Association is preparing for its events.

Mayor Myhre noted that he was contacted by the DRJTBC in reference to the retaining wall that is in disrepair. The Commission wants to repair the wall and will need .06 of an acre from the Borough to do the wall. There are gaps and cracks that are too significant and they are worried about the integrity of the wall. The NJDEP will be involved. The DRJTBC understands that the Borough has events there and will arrange the schedule around these events. They understand that we will need to maintain access for Santa and the Vikings. If the Borough gives the Commission that piece of land, in return, they will upgrade the entrance with new ADA sidewalk, they will regrade and run conduit for the electric. They will upgrade the wall and take ownership of it. It will be a poured concrete wall with a stonelike face. They will take on the liability and ongoing monitoring and repairs. They will not interfere with the Borough's events.

Dorsey Reading noted that he has removed twelve railroad rails and they are lying in the grass. There are 12 to 15 foot rails they will get buried if not removed. In order to get rid of these rails, you have to prove ownership so someone will have to come up with documentation. Eric Ferrito asked if the rails could be used for benches to be used in the area. Dorsey Reading noted that the rails are not straight anymore and they are soft.

Having no other comments, Mayor Myhre 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 Liz Johnson, 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 1/2/20 as attached, the minutes of the Regular meeting of 12/4/19 and the Executive Session minutes of 12/4/19, and Resolutions #2020-25 through #2020-32 as follows:

RESOLUTION No. 2020-25

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 LAB SERVICES FOR THE WASTEWATER
TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2020 Lab Services for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, quotes were received from Eurofins/QC in the amount of \$8,987.25, and Garden State Laboratories, Inc. in the amount of \$14,355.00; and

WHEREAS, the low quote is from Eurofins/QC, 1205 Industrial Boulevard, Southampton, PA 18966, in the amount of \$8,987.50; and

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

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, at its meeting of January 2, 2019, that a contract be awarded to Eurofins/QC in the amount of \$8,987.25 for the 2020 Lab Services for the Wastewater Treatment Plant.

DATED: January 2, 2020

Brad Myhre, Mayor

Attest:

Brenda S Shepherd, RMC
Borough Clerk

RESOLUTION No. 2020-26

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 BLOWER MAINTENANCE CONTRACT
FOR THE WASTEWATER TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2020 Blower Maintenance Contract for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, one quote was received from Municipal Maintenance Co. in the amount of \$2,950.00; and

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

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to Municipal Maintenance Co., 1352 Taylor Lane, Cinnaminson, NJ 08077, in the total amount of \$2,950.00 for the Blower Maintenance Contract for the Wastewater Treatment Plant for 2020 as itemized in the quote dated October 17, 2019; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, County of Hunterdon and State of New Jersey at its meeting of January 2, 2020, that a contract be awarded to Municipal Maintenance Co., in the amount of \$2,950.00 for Blower Maintenance Contract for the Wastewater Treatment Plant for 2020

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION No. 2020-27

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 UV BULBS CONTRACT FOR THE
WASTEWATER TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2020 UV Bulbs Contract for the Borough of Frenchtown's Wastewater Treatment Plant for two visits to clean the UV modules, inspect fans and all electrical connections; and

WHEREAS, quotes were received from ES2 Environmental Systems and Equipment Service, Inc. in the amount of \$2,423.00 and Glasco UV in the amount of \$1,600.00; and

WHEREAS, the low quote is from Glasco UV, 126 Christie Avenue, Mahwah, NJ 07430 in the amount of \$1,600.00; and

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

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract Glasco UV, 126 Christie Avenue, Mahwah, NJ 07430 in the total amount of \$1,600.00 for the UV Bulbs Contract for the Wastewater Treatment Plant for 2020 for two visits to clean the UV modules, inspect fans and all electrical connections as itemized in the quote dated November 15, 2019; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, County of Hunterdon and State of New Jersey at its meeting of January 2, 2019, that a contract be awarded to Glasco UV, 126 Christie Avenue, Mahwah, NJ 07430, in the amount of \$1,600.00 for UV Bulbs Contract as described above for the Wastewater Treatment Plant for 2020.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION No. 2020-28

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 GENERATOR SERVICES FOR THE
WASTEWATER TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2020 Generator Services for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, quotes were received from P3 Generator Services. in the amount of \$980.00 and Modern Group Power Systems in the amount of \$1,600.00; and

WHEREAS, the low quote is from P3 Generator Services, 7 Edge Road, Alpha, NJ 08865 in the amount of \$980.00; and

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

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to P3 Generator Services in the total amount of \$980.00 for 1 major and 1 minor generator maintenance services for the Wastewater Treatment Plant for 2019 as itemized in the quote dated December 1, 2018; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, County of Hunterdon and State of New Jersey at its meeting of January 2, 2019, that a contract be awarded to P3 Generator Services. in the amount of \$980.00 for generator maintenance services of the Wastewater Treatment Plant for 2020.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION No. 2020-29

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 PHOSPHORUS REMVAL CHEMICAL FOR
THE WASTEWATER TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2020 Phosphorus Removal Chemical for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, a quote was received from Coyne Chemical. in the amount of \$6.5188 per gallon; and

WHEREAS, the only quote is from Coyne Chemical, 3015 State Road, Croydon, PA 19021, in the amount of \$6.5188 per gallon not to exceed 445 gallons for a total amount of \$2,900.87; and

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

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to Coyne Chemical in the amount of \$6.5188 per gallon not to exceed 445 gallons for a total amount of \$2,900.87 for the Wastewater Treatment Plant for 2020.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, County of Hunterdon and State of New Jersey at its meeting of January 2, 2020, that a contract be awarded to Coyne Chemical in the amount of \$6.5188 per gallon not to exceed 445 gallons for a total amount of \$2,900.87 for the Wastewater Treatment Plant for 2020.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION No. 2020-30

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2020 INFLUENT & EFFLUENT METER
CALIBRATING SERVICES CONTRACT FOR THE WASTEWATER TREATMENT
PLANT**

WHEREAS, quotes were solicited for the 2020 Influent & Effluent Meter calibrating services contract for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, quotes were received from ES2 Environmental Systems and Equipment Service, Inc. in the amount of \$1,721.00 and IC&EE, LLC. in the amount of \$1,975.00; and

WHEREAS, the low quote is from ES2 Environmental Systems and Equipment Service, Inc., 6151 Kellers Church Road, Pipersville, PA 18947, in the amount of \$1,721.00; and

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

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to ES2 Environmental Systems and Equipment Service, Inc., 6151 Kellers Church Road, Pipersville, PA 18947, in the amount of \$1,721.00 for the Influent & Effluent Meter calibrating services contract for the Wastewater Treatment Plant for 2020 as itemized in the quote dated October 29, 2019; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of Frenchtown Borough, County of Hunterdon and State of New Jersey at its meeting of January 2, 2020, that a contract be awarded to ES2 Environmental Systems and Equipment Service, Inc., 6151 Kellers Church Road, Pipersville, PA 18947, in the amount of \$1,721.00 for Influent & Effluent Meter calibrating services contract for the Wastewater Treatment Plant for 2020.

Brad Myhre, Mayor

Dated: January 2, 2020

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2020-31

Governor's Council on Alcoholism and Drug Abuse
Fiscal Grant Cycle July 1, 2020 to June 30, 2021

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage

residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Borough Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and,

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Borough Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Hunterdon;

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

1. The Borough Council does hereby authorize submission of a strategic plan for the Delaware Valley Municipal Alliance grant for fiscal year 2021 in the amount of:

DEDR: \$16,863.00
Cash Match: \$4,215.75
In-Kind: \$12,647.25

2. The Borough Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.
3. The Borough Council further acknowledges that the Hunterdon County Educational Services Commission shall act as Fiscal Agent to all Hunterdon County Municipal Alliance Consortiums to provide a streamlined process for the reimbursement of expenditures.

CERTIFICATION

I, Brenda S. Shepherd, Borough Clerk of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 2nd day of January, 2020.

Brenda S. Shepherd, Municipal Clerk

RESOLUTION NO. 2020-32

2019 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:

| | |
|---|------------|
| 9-01-31-460-000-299 Gasoline | \$3,000.00 |
| 9-01-23-220-000-299 Employee Group Health | \$50.00 |
| 9-01-28-370-000-299 Parks & Playgrounds Other Expense | \$1,200.00 |
| 9-01-21-180-000-299 Planning & Zoning Other Expense | \$4,000.00 |

To:

| | |
|--|------------|
| 9-01-31-440-000-299 Telephone | \$3,000.00 |
| 9-01-36-741-000-299 Public Employees Retirement System | \$50.00 |
| 9-01-26-290-000-299 Streets & Roads Other Expense | \$5,200.00 |

Attest:

January 2, 2020

Brad Myhre, Mayor

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTIONS

Resolution #2020-33 - 2020 Sludge Removal Services Contract – WWTP

Liz Johnson noted that we are making changes with loads and based on the price per gallon, there should be a savings of \$22,000.00. The Borough is down 35 sewer units and the savings is equal to 20 units. We will be looking to put in a septage pilot program in place for 2020. Mayor Myhre reported that the Borough did receive a check from River Mills as part of the sewer contribution. On motion by Liz Johnson, seconded by Tami Peterson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2020-33 as follows:

RESOLUTION #2020-33

WHEREAS, the Borough of Frenchtown advertised, and subsequently received bids, for 2020 Sanitary Sewage Sludge Removal and Disposal on December 19, 2019 per the attached bid summary:

WHEREAS, three bid was received as follows:

| <u>Contractor</u> | <u>Unit Price Bid Per Gallon</u> | <u>Total per Year Based Upon Estimated 375,000 Gallons</u> |
|--|--------------------------------------|--|
| Russell Reid Waste Hauling & Disposal Services 200 Smith Street Keasbey, New Jersey 08832 | \$0.125 | \$46,875.00 |
| Spectraserv Inc. 75 Jacobus Avenue Kearny, NJ 07032 | \$0.129 | \$48,375.00 |
| Franc Environmental, of New Jersey Inc. 960 Jacksonville Road Ivyland, PA 18974 | \$0.1145 | \$42,937.50 |

WHEREAS, Purchasing Agent, Andrew Bernath, has reviewed the submitted bid and determined that Franc Environmental of New Jersey Inc., 960 Jacksonville Road, Ivyland, PA 18974, submitted the lowest responsive Bid in the amount of \$42,937.50; and

WHEREAS, the Chief Financial Officer has certified that the funds are available from the Sewer Utility Fund account;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown that the Contract for 2020 Sanitary Sewage Sludge Removal and Disposal be and is hereby awarded to Franc Environmental of New Jersey Inc., 960 Jacksonville Road, Ivyland, PA 18974, for their Bid in the amount of \$42,937.50, 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 \$0.1145 unit price bid per gallon, as outlined in the Plans and Specifications.
2. The Contract period will extend to December 31, 2020 as stated in the Bid Documents.

Brad Myhre, Mayor

Dated: January 2, 2020

ATTEST:

Brenda Shepherd, Clerk

Resolution #2020-34 - 2020 Animal Control Services Contract

Michele Liebttag noted that the Borough has been using St. Hubert's for the past three years. St. Hubert's is serving our needs with very little drama. She supports renewing the contract with St. Hubert's. On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2020-34 as follows:

RESOLUTION 2020-34

WHEREAS, the Borough of Frenchtown is in need of a certified animal control officer for the year 2020 pursuant to NJSA 4:19-15.16(b); and

WHEREAS, the Borough of Frenchtown is in receipt of a proposal for a certified animal control officer from St. Hubert's Animal Welfare Center, dated 12/19/2019, in the amount of \$4,185.00 for the year 2020; and

WHEREAS, this matter has come before the Mayor and Council and the Mayor and Council is of the opinion that it is appropriate to award a contract to St. Hubert's Animal Welfare Center, in the amount of \$4,185.00 for the year 2020; and

WHEREAS, the total cost of the contract will not exceed \$17,500.00; and

WHEREAS, the Chief Financial Officer has certified that the funds are available from the Animal Control Trust Fund account number.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon and State of New Jersey that an award is made to St. Hubert's Animal Welfare Center, in the amount of \$4,185.00 for the year 2020.

Borough of Frenchtown

By _____
Brad Myhre, Mayor

Dated: January 2, 2020

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

NEW BUSINESS

Borough Employees' requests to carry vacation time

Responding to Councilwoman Johnson as to the history and policy on employees carrying vacation time, Attorney Purcell noted that it can be approved if it is reasonable to do it. Mayor Myhre noted that there had been a staff shortage in the Clerk's office and the CFO had to put in a lot of extra time because of the amount of work he had to do. This will be reflected in the minutes as a reason for approvals. Kandy Ferree recommended that a plan be made to use the vacation this year so people do not burn out. On motion by William Sullivan, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Andrew Bernath's request to carry vacation time and Brenda Shepherd's request to carry vacation and comp time.

DRJTC request for retaining wall repair near Sunbeam Lenape Park

Having provided the information under public comment earlier in the meeting, Mayor Myhre asked the Council if it is in agreement with the proposal. If so, he will allow Attorney Cruz to begin working out the legalities with the DRJTBC. There will be no engineering fees. DRJTBC will keep the Borough apprised and will coordinate around the dates the park is in use for the town events. On motion by Liz Johnson, seconded by Kandy Ferree and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the DRJTBC request for retaining wall repair near Sunbeam Lenape Park

COUNCIL COMMITTEE ASSIGNMENTS FOR 2020

On motion by William Sullivan, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the Council Committee Assignments for 2020 as follows:

2020 Committee Assignments

2019 Budget Committee

Brad Myhre
Michele Liebttag
Caroline Scutt

Finance, Administration and Public Safety

Brad Myhre
Michele Liebttag – Fire and Police Commissioner

Kandy Ferree

Public Works, Sewer and Facilities Maintenance

Bill Sullivan – Public Works Commissioner

Kandy Ferree – Parks Commissioner

Liz Johnson – Sewer Commissioner

Sanitation & Public Health

Tami Peterson – Trash and Recycling Coordinator

Caroline Scutt – Public Health

Michele Liebttag

Parks and Recreation

Kandy Ferree– Parks Commissioner

Caroline Scutt

Tami Peterson

Hill Top Streets Committee

Bill Sullivan – Committee Chair

Brad Myhre

Michele Liebttag

Economic Development Committee

Caroline Scutt – Committee Chair

Tami Peterson – Borough Webmaster

Liz Johnson

Shade Tree Liaison – Bill Sullivan

Council Representative to Planning Board – Bill Sullivan

Liaison to the Library Commission - Tami Peterson

Liaison to Sustainable Frenchtown / Environmental Commission – To be determined

COUNCIL COMMENTS

Liz Johnson reported the following:

1. By the end of the year, we should have the pilot program for septage.
2. She will be providing the parking committee recommendations. We are looking at additional spaces. We will have the tech school do an application for us showing a map of parking.

Caroline Scutt reported the following:

1. The brochure with the County economic development is done. It will be available through the County website and we will pass it along for the Borough website. It has been a wonderful experience.

Michele Liebttag reported the following:

1. It was a great pleasure to represent Frenchtown with Caroline Scutt at the Chamber of

Commerce breakfast meeting where Chief Al Kurylka was honored. It was a very nice event.

2. She attended the tree lighting and lantern walk. They were amazing events. The business association and ArtYard did a great job. It made her proud to live in Frenchtown.
3. We are trying to work with Raritan Valley Disposal. We need a calendar showing when pick ups cross with holidays. We will post it on the website, facebook and through a mailing. This week's pick up will be Saturday because of the New Year's Holiday.
4. We have revised the posting for the Chief of Police. It will be posted on the police applications and the League of Municipalities site.
5. She thanked Stacia Scaduto and Michael Heffler for the update for the residential energy aggregation program.
6. She thanked the staff at the Borough Hall for being so helpful. She appreciates the help.
7. She appreciates the Police Department. They have been through a lot this past year. They are doing wonderful things and working together with the Frenchtown Fire Department. They were present at several events.

Tami Peterson reported the following:

1. She thanked Santa for coming to Frenchtown.
2. The Menorah light was good. It is a nice tradition. There was a decent turnout and she was proud to be a Council representative. She thanked Habad of Hunterdon County.

Kandy Ferree reported the following:

1. She is looking forward to an exciting year.

Mayor Myhre reported the following:

1. He has been in touch with Marc Saluk from the County Economics Development and we talked about zoning changes and codification of the zoning ordinance. We will be pursuing an Economic Development grant.
2. He met with a vendor at the League of Municipalities who is offering interactive zoning mapping. The map will tell you which zones are where and which businesses are allowed. This will help reduce the cost of variances, etc. It is a great software program and would be beneficial to the downtown.
3. The Borough purchased rights to an aerial video from over the Frenchtown Inn. The Borough purchased the copyright for a fee of \$300.00 and we will share it on the Borough website. Responding to Council about sharing it with the Frenchtown Business Association, Attorney Purcell noted that it will require a review and licensing it may require formal action.
4. He received an email about the USDA grant application and it will be submitted by the end of the week. We will need to have an NJDEP meeting. Responding to Kandy Ferree, Mayor Myhre stated that he will ask for a copy of the grant application and will provide a copy to Council.

CORRESPONDENCE

Mayor Myhre noted that there is an invitation to the Freeholders Reorganization meeting on Monday at 4:00 pm.

Caroline Scutt noted that the County Freeholders are taking responsibility for Code Blue. She

appreciates that it is in place now. When the temperature goes below 32 degrees, a shelter has to be provided as a warming station for the homeless. If a municipality has 10 or more homeless, the municipality is required to have a warming center. The County will provide it for the next year. Michele Liebtag noted that it is a mandate but is not funded. Mayor Myhre noted that the police department will have somewhere to take someone if needed.

Mayor Myhre noted that the Council will need to have another meeting for contract negotiations with Country Classics as well as acting on a few resolutions. Attorney Cruz is only available on Monday, January 13th or Monday, January 27th. The Council preferred Monday, January 27th but wanted to start at 7:00 pm. Mayor Myhre noted that the Council will go into executive session to discuss contract negotiations with County Classics. The Council agreed to a special meeting on January 27th at 7:00 pm.

PUBLIC COMMENTS

The Council approved to open the public comment session.

Laura Pointon from the Business and Professional Association noted that she will provide the dates of Frenchtown Business and Professional Associations events for the January 27th Council meeting.

Having no other comments, Mayor Myhre closed the public comment session.

ADJOURNMENT

Being no further business to come before the Mayor and Council, the meeting was adjourned at 9:01 pm on motion by Liz Johnson, seconded by Michele Liebtag and carried by favorable voice vote.

Respectfully submitted,

Brenda Shepherd, RMC
Borough Clerk