

CALL TO ORDER

Mayor Myhre called the meeting to order at 7:30 p.m. and stated that in compliance with the “Open Public Meetings Act” this Meeting was duly noticed to the Hunterdon County Democrat on January 14, 2016 and the Express Times on January 14, 2016; the Agenda has been posted at Borough Hall and distributed to the Courier News, the Express Times, the Hunterdon County Democrat, and the Star Ledger on January 4, 2017.

FLAG SALUTE

Mayor Myhre asked everyone to stand for the flag salute.

CERTIFICATION OF ELECTION & OATH OF OFFICE

Mayor Myhre noted that the County Board of Canvassers determined that at the Election held on 11/8/16, Holly Low and Liz Johnson were duly elected members of the Common Council for a full term. Mayor Myhre administered the Oath of Office to elected Councilwoman Holly Low and Councilwoman Liz Johnson. They accepted their Oaths of Office. The Council congratulated them.

ROLL CALL

Present for the Meeting:

John Hindman
Liz Johnson
Michele Liebttag
Holly Low
Caroline Scutt
William Sullivan

Absent from Meeting:

Attorney Albert Cruz, and Borough Clerk, Brenda S. Shepherd, were present for the Meeting. 12 member of the public was also present.

MAYOR’S COMMENTS

ELECTION OF COUNCIL PRESIDENT & OATH OF OFFICE

A motion was made by Liz Johnson to nominate Michele Liebttag as Council President for 2017. The motion was seconded by William Sullivan. Having no other nominations, the motion carried by unanimous favorable roll call vote to elect Michele Liebttag as Council President for 2017. Mayor Myhre administered the Oath of Office for Council President to Michele Liebttag. She accepted the Oath of Office.

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 Michele Liebttag, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving Resolutions

#2017-01 through Resolutions #2017-23 and the 2017 appointments as follows:

RESOLUTION #2017-01

2017 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 2017 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time provided;

WHEREAS the date of this Resolution is within the first thirty days of January 2017,

WHEREAS 26.25% of the total appropriations in the 2016 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$443,476.00 and in the 2016 Sewer Budget is \$133,247.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Frenchtown, County of Hunterdon, State of New Jersey, that the following shall be the Temporary Budget for the Borough of Frenchtown for the year beginning January 1, 2017, and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records:

<u>APPROPRIATION</u>	<u>BUDGET</u>	<u>AMOUNT</u>
	Administration & Executive:	
Salary & Wage		\$ 18,000.00
Other Expense		\$ 2,250.00
	Governing Body	
Other Expense		\$ 1,000.00
	Financial Administration:	
Salary & Wage		\$ 1,775.00
Other Expense		\$ 3,500.00
	Assessment of Taxes:	
Salary & Wage		\$ 2,500.00
Other Expense		\$ 250.00
	Collection of Taxes:	
Salary & Wage		\$ 4,100.00
Other Expense		\$ 3,000.00
	Legal Services:	
Other Expense		\$ 6,500.00
	Municipal Court:	
Salary & Wage		\$ 1,650.00
Other Expense		\$ 2,250.00
	Prosecutor:	
Other Expense		\$ 1,900.00

	Engineering:		
Other Expense		\$	1,000.00
	Public Buildings & Grounds:		
Other Expense		\$	5,000.00
	Planning/Zoning Board:		
Salary & Wage		\$	3,250.00
Other Expense		\$	3,250.00
	Insurance:		
Other Expense		\$	19,000.00
	Worker's Compensation:		
Other Expense		\$	6,000.00
	Group Insurance:		
Other Expense		\$	48,000.00
	Shade Tree Commission:		
Salary & Wage		\$	100.00
Other Expense		\$	500.00
	Fire Hydrant Service:	\$	10,000.00
	Fire Prevention		
	Fire Miscellaneous:	\$	2,500.00
	Emergency Management	\$	500.00
	First Aid Organization		
Aid to Other Companies		\$	8,000.00
	Police:		
Salary & Wage		\$	75,000.00
Other Expense		\$	17,750.00
	Streets & Roads:		
Salary & Wage		\$	35,000.00
Other Expense		\$	8,500.00
	Snow Removal:		
Salary & Wage		\$	2,000.00
Other Expense		\$	5,000.00
	Utilities:		
	Electricity	\$	3,250.00
	Fuel Oil	\$	500.00
	Gas/Diesel	\$	5,750.00
	Telephone	\$	4,500.00
	Water	\$	1,250.00
	Street Lighting:	\$	4,750.00
	Natural Gas:	\$	4,000.00
	Garbage Removal (Contractual):	\$	16,500.00

	Garbage Removal:		
Other Expense		\$	3,750.00
	Board of Health:		
Salary & Wage		\$	1,000.00
Other Expense		\$	100.00
	Aid to Library:		
Salary & Wage		\$	1,750.00
Other Expense		\$	500.00
	Parks & Playgrounds:		
Other Expense		\$	500.00
	Public Defender:		
Salary & Wage		\$	400.00
	Contribution to Social Security:	\$	11,000.00
	State Disability Ins	\$	200.00
	Contribution to DCRP	\$	200.00
	Unemployment Insurance	\$	-
	Total Temporary Appropriations	\$	358,925.00
	Green Trust Interest	\$	8,162.00
	Interest Payment on Bonds	\$	2,000.00

Sewer Utility

Salary & Wages	\$	50,000.00
Other Expenses	\$	60,000.00
Audit Services		
Liability Insurance	\$	5,000.00
Group Insurance	\$	10,000.00
Worker's Compensation Ins.	\$	3,500.00
Social Security System	\$	4,000.00
S.D.I.	\$	100.00
Total Temporary Appropriations	\$	132,600.00
Interest Payment on Bonds	\$	150,000.00

Brad Myhre, Mayor

Attest:
January 4, 2017

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-02

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 2017, and the Reorganization meeting in January 2018:

Wednesday, January 4
Wednesday, February 1
Wednesday, March 1
Wednesday, April 5
Wednesday, May 3
Wednesday, June 7
Wednesday, July 5
Wednesday, August 2
Wednesday, September 6
Wednesday, October 4
Wednesday, November 1
Wednesday, December 6
Wednesday, December 27
Wednesday, January 3, 2018 – Reorganization and regular

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

BE IT FURTHER RESOLVED that notice of this schedule be published in the January 12, 2017 issue of the Hunterdon County Democrat.

Borough of Frenchtown

By _____
Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-03

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 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2017-04

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, 2017; May 1, 2017; August 1, 2017 and November 1, 2017 and that interest will be charged at the rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax and/or sewer rent was payable until the date of actual payment. There will be a ten day grace period after which unpaid taxes and/or sewer rent will be charged interest from the due date.

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

BE IT FINALLY RESOLVED THAT this Resolution shall be published in the January 12, 2017 issue of The Hunterdon County Democrat.

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-05

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 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-06

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 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-07
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 12/20/16 indicating they will provide that attorney services at an hourly rate of \$150.00 per hour, inclusive of litigation with Council meetings at the hourly rate of \$150.00 not to exceed \$300.00 for each Council meeting; and

WHEREAS, has completed and submitted a Business Entity Disclosure Certification which certifies that Albert E. Cruz from the law firm of DiFrancesco, Bateman, Kunzman, Davis,

Lehrer & Flaum, P.C. has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or Common Council in the previous year, and that the contract will prohibit Albert E. Cruz from the law firm of DiFrancesco, Kunzman, Davis, Lehrer & Flaum, P.C from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2017 will not exceed \$20,000.00; and

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

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

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

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat on January 12, 2017.

Brad Myhre, Mayor

Dated: January 4, 2017
Attest:

Brenda S. Shepherd, RMC

RESOLUTION #2017-08
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 12/22/16 indicating they will provide that attorney services for the amount of \$125.00 per hour for services plus out of pocket expenses; and

WHEREAS, Douglas A. Cole of Stem & Cole has completed and submitted a Business Entity Disclosure Certification which certifies that Stem & Cole has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or

Common Council in the previous year, and that the contract will prohibit Stem & Cole from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2017 will not exceed \$5,000.00; and

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

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

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

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat on January 12, 2017.

Brad Myhre, Mayor

Dated: January 4, 2017

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-09

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR AN ENGINEER
TO SERVE AS BOROUGH ENGINEER**

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

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

WHEREAS, William H. Burr IV of Maser Consulting PA has submitted a proposal dated 12/20/16 indicating they will provide engineering services for the amount of \$145.00 per hour; and

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

WHEREAS, the value of the contract for 2017 will not exceed \$1,500.00 or as authorized by specific Resolution of the Council; and

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

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

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

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat on January 12, 2017.

Brad Myhre, Mayor

Dated: January 4, 2017

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

**RESOLUTION #2017-10
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 12/15/16 indicating they will provide that auditing services for the amount not to exceed \$20,750.00 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 2017 will not exceed \$20,750.00; 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 FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat on January 12, 2017.

Brad Myhre, Mayor

Dated: January 4, 2017

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-11

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 12/29/16 indicating they will provide engineering services for the amount of \$135.00 per hour; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering has not made any reportable contributions to a political or candidate committee in the Borough of Frenchtown to the Mayor or

Common Council in the previous year, and that the contract will prohibit Van Cleef Engineering from making any reportable contributions through the term of the contract, and

WHEREAS, the value of the contract for 2017 will not exceed \$1,500.00 or as authorized by specific Resolution of the Council; and

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

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

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

BE IT FURTHER RESOLVED that notice of this action will be published in the Hunterdon County Democrat on January 12, 2017.

Brad Myhre, Mayor

Dated: January 4, 2017

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-12
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 12/19/16 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 4, 2017

Brad Myhre, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2017-13
P R O F E S S I O N A L C O N T R A C T S

WHEREAS there exists a need for a Registered Municipal Accountant to serve as Borough Auditor, an Attorney to serve as Borough Attorney, An Attorney to serve as Borough Conflict Attorney, an Engineer to serve the Borough and a Borough Bond Counsel; 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 2017 Temporary Budget and will be made available in the 2017 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 2017:
 - 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
2. These contracts are being awarded as described above without competitive bidding as "Professional Services" as defined under the appropriate section of the Local Public Contracts Law because each of the above mentioned individuals is a member in good standing of his respective profession.
3. Notice of this action shall be printed in the January 12, 2017 issue of the Hunterdon County Democrat.

Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution 2017-14

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 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

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

Resolution No. 2017-15

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
Fulton Bank of New Jersey

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

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

B. Deposit of Funds

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

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

C. Investment Instruments and Procedures

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

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

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

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

The purchase of Certificates of Deposit shall be made based on the availability of funds for

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

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

D. Disbursement of Funds

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

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

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

E. Reporting

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

F. Bonding

The following officials shall be covered by surety bonds, said surety bonds to be examined by the

independent auditor to insure their proper execution:

Chief Financial Officer
Tax Collector
Municipal Court Clerk
Municipal Court Judge

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

G. Compliance

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

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

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

Brad Myhre, Mayor

Attest:

January 4, 2017

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-16

**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.:

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

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

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

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

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

R E S O L U T I O N #2017-17

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 2017 checks drawn or withdrawals from these accounts be signed as follows:

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

Brad Myhre, Mayor; Brenda S. Shepherd, Borough Clerk; and Diane

Laudenbach, Chief Financial Officer; Michele Liebtag, Council President; and Daniele M. Lattig, Deputy Clerk.

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

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

Borough of Frenchtown

Brad Myhre, Mayor

Dated: January 7, 2016

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

**RESOLUTION #2017-18
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 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-19

Holidays for 2017

WHEREAS, there are various holidays throughout the year; and

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

employees;

NOW THEREFORE BE IT RESOLVED that the following shall be the ten holidays for the Borough Officials and Employees for the Year 2017:

President’s Day.....	02/20/2017
Good Friday	04/14/2017
Memorial Day	05/29/2017
Independence Day	07/04/2017
Labor Day.....	09/04/2017
Columbus Day	10/09/2017
Thanksgiving.....	11/23 & 24/2017
Christmas	12/25/2017
New Year’s Day.....	1/1/2018 (for 2017)

Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION 2017-20

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 2017 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 4, 2017 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 2017-21

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 2017; and

BE IT FURTHER RESOLVED, that Daniele M. Lattig, Deputy Clerk, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2017; 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 4, 2017 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 2017-22

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 2017 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 4, 2017 and that said resolution was adopted by not less than a two-thirds vote of the members of the governing body.

Brenda S. Shepherd, RMC
Borough Clerk

RESOLUTION #2017-23

RESOLUTION APPOINTING ERIK PETERSON, ESQUIRE, AS THE MUNICIPAL COURT PROSECUTOR FOR 2017 FOR THE BOROUGH OF FRENCHTOWN

WHEREAS, the Borough of Frenchtown is required to name a Municipal Court Prosecutor; and

WHEREAS, the Borough desires to name Erik Peterson, Esq., to fill the Municipal Court Prosecutor for 2017 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Erik Peterson has completed and submitted a Business Entity Disclosure Certification which certifies that Erik Peterson, Esq. 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 is prohibited from making any reportable contributions through the term of the appointment, and

WHEREAS, the rate of pay for the Municipal Court Prosecutor will be \$301.96 per court session and the total amount of pay will not exceed \$7,300.00; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for this position as required pursuant to N.J.A.C. 5:30-5; 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 Council hereby name Erik Peterson, Esq. as

Municipal Court Prosecutor for 2017 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 at a rate of pay of \$301.96 per court session and not to exceed a total amount of \$7,300.00.

2. Notice of this appointment is to be published in the official newspaper of the Borough of Frenchtown.
3. This resolution shall take effect immediately.

Dated: January 4, 2017

Brad Myhre, Mayor

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

2017 APPOINTMENTS

	<u>Term Expires</u>
Borough Clerk.....Brenda S. Shepherd	Tenured
Deputy Borough ClerkDaniele M. Lattig	Dec. 31, 2017
Collector of Taxes.....Diane Laudenschach	Tenured
Chief Financial OfficerDiane Laudenschach	Tenured
Assistant to the CFO/Tax CollectorDaniele Lattig	Dec. 31, 2017
Tax Assessor.....David Gill	Tenured
Licensed Operator (Sewer Treatment Plant)Victor Gilardi	Dec. 31, 2017
Licensed Sewer Treatment Plant Assistant.....Gerry Case	Dec. 31, 2017
Chief of PoliceAllan Kurylka	Dec. 31, 2017
Police Patrolman (full time salaried).....Robert Young, Jr.	Dec. 31, 2017
Police Patrolman – (full time salaried).....Daniel Titen	Dec. 31,
2017	
Police Officer (Special Class II)Grant Korten	Dec. 31, 2017
Police Officer (Special Class II)Edward Krutsick	Dec. 31, 2017
Registrar of Vital StatisticsBrenda S. Shepherd	Tenured
Public Agency Compliance OfficerBrenda S. Shepherd	Dec. 31, 2017
Deputy RegistrarDaniele M. Lattig	Dec. 31, 2017
Collector of Sewer Rents.....Diane Laudenschach	Dec. 31, 2017
Secretary to the Planning Board.....Brenda S. Shepherd	Dec. 31, 2017
Library Clerk AssistantKelly Pickering	Dec. 31, 2017
Licensing OfficialBrenda S. Shepherd	Tenured
Assessment Search OfficerBrenda S. Shepherd	Tenured
Tax Search OfficerDiane Laudenschach	Tenured
Municipal Judge.....Joseph S. Novak	

Court Administrator	Barbara Lingsch	Dec. 31, 2017
Clerical Assistant to Court Administrator.....	Patricia Williamson	Dec. 31, 2017
Court Clerk.....	Patricia Sheeto	Dec. 31, 2017
Violations Clerk.....	Patricia Williamson	Dec. 31, 2017
Public Defender.....	Scott Wilhelm	Dec. 31, 2017
Prosecutor	Eric Peterson	Dec. 31, 2017
Emergency Management Coordinator	Karen Harmon	Dec. 31, 2017
Alternate Emergency Management Coordinator.....	Amy Cochran	Dec. 31, 2017
Public Works Manager	Michael Reino	Dec. 31, 2017
Public Works Senior	Michael Roden	Dec. 31, 2017
Police Clerk Typist.....	Melissa Gustafson	Dec. 31, 2017
Police Matron	Jennifer Terepka	Dec. 31, 2017

Borough Boards and Commissions
2017

LIBRARY BOARD

Betsey Westlake
Carol Pepe
Mary Stewart

Patience Erickson
Connie Sworen
Jennifer Mecham

SHADE TREE COMMISSION
5 Year Terms

Geoffrey Stanley	2017
Robert Haver	2018
Dimitry Levitsky	2019
David Gano	2020
William Sullivan	2021

PLANNING/ZONING BOARD OF ADJUSTMENT

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

Brenda S. Shepherd - Secretary

BREAK Council approved to take a break at 7:40 pm to celebrate with the new council members. The meeting was reconvened at 7:50 pm/.

REGULAR MEETING

PUBLIC COMMENTS

The Council approved to open the public comment session.

Mr. Tabibnia of 76 Kingwood Avenue referring to the speed issue on Route 12 noted the he wrote a letter to the Freeholders and a week later, they were doing another study. He wanted to touch base to start fundraising to display speed signs. We are trying to get 2 of them. He spoke with the Police Chief and they cost around \$2,500.00 each. The speeding situation is getting worse. The Police are chasing the speeders. Someone will get hurt. He will take the lead on the fundraising. Michele Liebttag noted that we met with the Chief and Patrolman Young and we need to get back together. Patrolman Young was pricing the speed signs. We can send a copy of the letter to the Freeholders and see where the traffic study went. Mayor Myhre stated that he did find out that PennEast was doing a traffic study. Holly Low noted that there is a family on Trenton Avenue concerned with speeding there as well. You may have more success fundraising if you include Trenton Avenue. She can put him in contact with that family.

Mr. Tabibnia stated that he is not sure if the inspector went to 74 Kingwood Avenue where they are running a mechanic's shop. They are still doing work at night and during the weekends. It is getting worse. Car body parts were dumped on his property. He removed 300 lbs. of car parts. The Health Department should be contracted. Mr. Tabibnia also asked how many families can live in a one family house? He believes there are 7 families living there. Mayor Myhre noted that the zoning officer will look into the matters.

Robert Haver of 215 Harrison Street thanked Council for the repaving of Third Street. It is very smooth. The experience during the paving was good. He noted that where the curb ends and the sidewalk ends, there is a lip. It is a muddy mess. He does not know what can be done. The curb did not go up to the sidewalk. William Sullivan stated that he will meet with Robert and speak to the Engineer. They were suppose to address that situation.

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

BOROUGH ENGINEER REPORT

Engineer William Burr noted that there are a few projects the Borough has. Ridge Road is one project that has been ongoing for three years. The Borough received 3 grants for the project and we were able to put the grants together to do all the sections together which gave us a better price. The Borough awarded a contract around June of 2016. The State put a shut down on all the trust funded projects until the middle of October. The contractor did what they could get done. The underground utilities are in place. The Borough then put a hold on the project and the contractor winterized the road. The hope is to restart the project in March and should be completed within a month. Concrete and asphalt is weather sensitive. The road is in good condition for plowing. We sent a notice to the property owners before the holiday explaining the situation. Caroline Scutt commented that the process has been terrific and there were no major issues. Responding to Caroline Scutt, Engineer Burr noted that the sidewalk will to East Washington Street.

Engineer Burr also noted that we have applied for two other grants the Transportation Alternative grant for street scape improvements downtown including lighting, furniture and trees. The other grant is a Safe Routes to school grant which is a federally funded grant.

Engineer Burr added that the 2017 Transportation Grant program is coming up. Applications are due the beginning of February. We are considering submitting a grant application for Harrison Street. Mayor Myhre noted that we would resurface Harrison Street in conjunction with the Safe Routes to school grant to repair or replace the sidewalks and install handicap ramps.

Engineer Burr stated that we are working on the Emergency generator project. He is waiting for an updated state contractors list. He would like to get this project done in the first quarter. As to the Police Headquarters, the rear fire escape is done and was approved by the inspector. The porch project is continuing. The contractor will have to finish the painting when the weather is better. He noted that the support posts were hollow and the bottoms were rotted. The contractor put 4 by 4s up through the posts, they repointed the footings and put in all new decking. They have to finish the railings and repair the soffits and leaders. The contractor will be back tomorrow to continue the work.

Engineer Burr reported that the Water Company replaced the water mains on Seventh, Eleventh and Twelfth Streets and repaved Eleventh Street.

Mayor Myhre noted that the Borough will be proceeding with public meetings for input on what the Borough park should look like.

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 Michele Liebttag, seconded by Caroline Scutt and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the consent agenda approving the bills list of 1/4/17 as attached.

APPROVAL OF MINUTES

Regular meeting - December 7, 2016

On motion by Michele Liebttag, seconded by John Hindman and carried by favorable roll call vote with Liz Johnson, Holly Low and William Sullivan abstaining, the Mayor and Common Council approved the December 7, 2016 regular meeting minutes.

RESOLUTIONS

Resolution #2017-24 - 2017 Sludge Removal Services Contract – WWTP

On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2017-24 as follows:

RESOLUTION #2017-24

WHEREAS, the Borough of Frenchtown advertised, and subsequently received bids, for 2017 Sanitary Sewage Sludge Removal and Disposal on December 28, 2016 per the attached bid summary:

WHEREAS, one bid was received as follows:

<u>Contractor</u>	<u>Unit Price Bid Per Gallon</u>	<u>Total per Year Based Upon Estimated 350,000 Gallons</u>
Russell Reid Waste Hauling & Disposal Services P.O. Box 130 Keasbey, New Jersey 08832	\$0.1249	\$43,715.00

WHEREAS, Timothy D. Bradley, P.E., of Kleinfelder Omni has reviewed the submitted bid and determined that Russell Reid Waste Hauling & Disposal Services, 200 Smith Street, P.O. Box 130, Keasbey, NJ 08832 submitted the lowest responsive Bid in the amount of \$43,715.00;

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 2017 Sanitary Sewage Sludge Removal and Disposal be and is hereby awarded to Russell Reid Waste Hauling & Disposal Services, 200 Smith Street, P.O. Box 130, Keasbey, NJ 08832 for their Bid in the amount of \$43,715.00, subject to the following conditions:

1. The Contract is awarded as a unit price bid Contract and final payment will be based upon the actual quantity utilized at the \$0.1249 unit price bid per gallon, as outlined in the Plans and Specifications.
2. The Contract period will extend to December 31, 2017 as stated in the Bid Documents.

Brad Myhre, Mayor

Dated: January 4, 2017

ATTEST:

Brenda Shepherd, Clerk

Resolution #2017-25 – 2017 Generator Services Contract – WWTP

On motion by Michele Liebttag, seconded by John Hindman and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2017-25 as follows:

RESOLUTION No. 2017-25

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2017 GENERATOR SERVICES FOR THE
WASTEWATER TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2017 Generator Services for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, quotes were received from Emergency Systems Service Company in the amount of \$2,325.00, Kinsley Power Systems in the amount of \$1,311.00, and Warshauer Generator, LLC in the amount of \$2,440.00 for those services; and

WHEREAS, the low quote is from Kinsley Power Systems, 14 Connecticut South Drive, East Granby, CT 06026, in the amount of \$1,311.00; 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 Kinsley Power Systems. in the total amount of \$1,0311.00 for 1 major and 1 minor generator maintenance services for the Wastewater Treatment Plant for 2017 as itemized in the quote dated December 21, 2016; 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 4, 2017, that a contract be awarded to Kinsley Power Systems in the amount of \$1,311.00 for 1 major and 1 minor generator maintenance services of the Wastewater Treatment Plant for 2017.

Brad Myhre, Mayor

Dated: January 4, 2017

Attest:

Brenda S. Shepherd, RMC
Borough Clerk

Resolution #2017-26 – 2017 Lab Services Contract – WWTP

On motion by Michele Liebttag, seconded by Liz Johnson and carried by unanimous favorable roll call vote, the Mayor and Common Council approved Resolution #2017-26 as follows:

RESOLUTION No. 2017-26

**FRENCHTOWN BOROUGH, HUNTERDON COUNTY
AWARDING CONTRACT FOR THE 2017 LAB SERVICES FOR THE WASTEWATER
TREATMENT PLANT**

WHEREAS, quotes were solicited for the 2017 Lab Services for the Borough of Frenchtown's Wastewater Treatment Plant; and

WHEREAS, quotes were received from Eurofins/QC in the amount of \$5,453.00, Garden State Laboratories, Inc. in the amount of \$11,845.00 and Lyons Environmental Services, LLC. in the amount of \$14,715.00 for those services; and

WHEREAS, the low quote is from Eurofins/QC, 1205 Industrial Boulevard, Southampton, PA 18966, in the amount of \$5,453.00; 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 4, 2017, that a contract be awarded to Eurofins/QC in the amount of \$5453.00 for the 2017 Lab Services for the Wastewater Treatment Plant.

DATED: January 4 4, 2017

Brad Myhrer, Mayor

Attest:

Brenda S Shepherd, RMC
Borough Clerk

NEW BUSINESS

Borough Employees' requests to carry vacation time

Michele Liebtag recommended that the Council approve the requests as a group excluding the Chief's. Clarification is needed. On motion by Michele Liebtag, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved the carry over time requests from the employees except for the Chief's.

2017 Animal Control Services

Michele Liebtag noted that every year we have to renew a contract for animal control services. Last year's vendor was Animal Control Investigative Services. They have done a great job. The proposals for this year are identical and she is recommending using the same vendor for 2017. On motion by Michele Liebtag, seconded William Sullivan and carried by unanimous favorable roll

call vote, the Mayor and Common Council approved Animal Control Investigative Services for the Borough's 2017 Animal Control Services in the amount of \$2,400.00.

Approval to pay sewer bills from Accurate Waste Removal

Mayor Myhre noted that these are bills for additional sludge removal from 2015 which can be paid from the funding ordinance. He spoke with the owner of Accurate Waste Removal and he is happy that we are resolving these old bills. On motion by Michele Liebttag, seconded by William Sullivan and carried by unanimous favorable roll call vote, the Mayor and Common Council approved to pay two bills from 2015 for Accurate Waste Removal in the amounts of \$1,175.00 and \$1,046.25.

OLD BUSINESS

None

COUNCIL COMMITTEE ASSIGNMENTS FOR 2017

Mayor Myhre noted that there is a proposed Council Committee Assignment list for 2017. On motion by Liz Johnson, seconded by John Hindman and carried by unanimous favorable roll call vote, the Mayor and Council approved the Council Committee Assignments for 2017 as follows:

2017 Committee Assignments

Sewer, Budget, Administration and Public Safety

Brad Myhre
Michele Liebttag – Fire and Police Commissioner
Bill Sullivan – Public Works Commissioner

Public Works and Facilities Maintenance

Bill Sullivan – Public Works Commissioner
Holly Low – Parks Commissioner
Liz Johnson – Sewer Commissioner

Sanitation & Public Health

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

Parks and Recreation

Holly Low – Parks Commissioner
Caroline Scutt – Public Health
John Hindman

Hill Top Streets Committee

Bill Sullivan – Committee Chair
Brad Myhre

Mayor Myhre asked the Council members to reach out to their departments. He congratulated Holly Lowe as Parks Commissioner and Liz Johnson as Sewer Commissioner.

COUNCIL COMMENTS

Mayor Myhre welcomed Holly Low and Liz Johnson to Council and wished everyone a Happy New Year. Holly Low stated that it is an honor to be elected and serve the community.

Mayor Myhre noted that we will have to appoint a library liason. He is waiting to make appointments to the library board. He has several resignations from library board members. He appreciates the services of those board members. We will have to name some members to replace those members. The library board has existed a long time and there is a change in the direction of programs.

CORRESPONDENCE

Mayor Myhre noted that there are resignation letters sent by some of the library board members. The former librarian also resigned from the library board as well.

EXECUTIVE SESSION

Mayor Myhre noted that the Council will go into executive session to discuss the following:

- A. Litigation-In the Matter of the Borough of Frenchtown for a Judgment of Compliance of its Third Round Housing Element and Fair Share Plan, Docket No. HUN-L-309-15

On motion by William Sullivan, seconded by Michele Liebttag and carried by favorable voice vote, the Mayor and Common Council approved to go into executive session at 8:30 pm and approved Common Council Resolution #2017-27 as follows:

RESOLUTION #2017-27

EXECUTIVE SESSION RESOLUTION

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9), Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Borough Council is of the opinion that such circumstances exist.

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

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - a.Litigation-In the Matter of the Borough of Frenchtown for a Judgment of Compliance of its Third Round Housing Element and Fair Share Plan, Docket No. HUN-L-309-15
3. The Borough Council may take official action on those items discussed in Executive Session upon completion of the Executive Session.

4. The minutes of the discussions shall be made available to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
5. This Resolution shall take effect immediately.

I, Brenda S. Shepherd, Borough Clerk, do hereby certify that the foregoing is a true copy of a resolution adopted by the Common Council of the Borough of Frenchtown at a meeting held on January 4, 2017.

Brenda S. Shepherd, RMC
Borough Clerk

Action will not be taken.

The Governing Body came out of executive session at 10:46 pm.

ADJOURNMENT

Being no further business to come before the Mayor and Council, the meeting was adjourned at 10:46 pm on motion by Michele Liebttag, seconded by William Sullivan and carried by favorable voice vote.

Respectfully submitted,

Brenda Shepherd, RMC
Borough Clerk