

MINUTES OF REORGANIZATION MEETING OF JANUARY 2, 2014

The reorganization meeting of the Frelinghuysen Township Committee was held in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey on Thursday, January 2, 2014 and was called to order at 7:00 p.m. by the Municipal Clerk.

SUNSHINE LAW STATEMENT:

Under the provisions of the Open Public Meetings Act, adequate notice of this meeting was provided by posting notice on the township bulletin board and by e mailing notice to the New Jersey Herald and The Express-Times.

ROLL CALL:

Those present were: David Boynton, Alan DeCarolis, Frank Desiderio, Christopher Kuhn, Christopher Stracco, Attorney David Brady and Clerk Brenda Kleber.

OATH OF OFFICE:

The Municipal Clerk administered the oath of office to Alan DeCarolis and Frank Desiderio.

NOMINATION FOR MAYOR:

The Municipal Clerk called for nominations for Mayor for the year 2014. Motion was made by Mr. Stracco, seconded by Mr. DeCarolis to nominate David Boynton. There being no other nominations, Mr. Boynton accepted after a roll call vote: Mr. Kuhn-yes, Mr. Desiderio-yes, Mr. DeCarolis-yes, Mr. Stracco-yes, Mr. Boynton-abstain.

NOMINATION FOR DEPUTY MAYOR:

Mayor Boynton took over the meeting and asked for nominations for Deputy Mayor. Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to nominate Christopher Kuhn. There being no other nominations, Mr. Kuhn accepted after a roll call vote: Mr. Boynton-yes, Mr. Stracco-yes, Mr. Desiderio-yes, Mr. DeCarolis-yes, Mr. Kuhn-abstain.

COMMITTEE APPOINTMENTS:

Supervisor of Roads-Mr. Desiderio
Director of Roads-Mr. Boynton
Finance Commission-Mr. Kuhn
Buildings and Grounds-Mr. Boynton
Open Space Committee member-Mr. DeCarolis
Farmland Preservation Committee member-Mr. DeCarolis
Land Use Board member-Mr. Stracco
Environmental Commission Liaison-Mr. Kuhn
Board of Health members-all committee members
Personnel Committee members-Mr. Boynton and Mr. Stracco
Board of Education liaison-Mr. Boynton
Freeholder Liaison-Mr. Boynton
Police Liaison-Mr. DeCarolis
Safety Coordinator-Mr. DeCarolis
COAH Coordinator-Mr. DeCarolis
Municipal Alliance Liaison-Mr. Boynton
Engineer Liaison-Mr. Desiderio
Legal Liaison-Mr. Stracco

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis approving the appointments. All were in favor.

MISCELLANEOUS APPOINTMENTS:

Deputy Clerk-Donna Zilberfarb
Tax Search Officer-Donna Van Tassel
List of Certified Owners-David Gill
Deputy Tax Collector-Brenda Kleber
Board of Health Secretary-Brenda Kleber
Senior Citizen Coordinator-Jean Verberke
Solid Waste Advisory Commission member-James Banta
Animal Control Officer-Alan DeCarolis
Deputy Animal Control Officer-Nellie Klaver
Dog Licensing Official Brenda Kleber
Municipal Alliance Coordinator-Ronnie Schwartz
Clean Communities Coordinator-Donna Zilberfarb
Recycling Coordinator-Donna Zilberfarb
Forestry Management Coordinator-Donna Zilberfarb
Driveway Opening Official-Joseph Golden
Building Department Technical Assistant-Donna Zilberfarb
Zoning Officer/Enforcement Official-George Boesze
Temporary Construction Official-James O'Connor
Chief Finance Officer-Amy Maronpot

LAND USE BOARD REAPPOINTMENTS:

Alan DeCarolis-3 year appointment to expire 12/31/2016
Christopher Stracco-1 year appointment to expire 12/31/2014
Robert Young-4 year appointment to expire 12/31/2017
Martin Connor-4 year appointment to expire 12/31/2017
Jessica Caruso-1 year appointment as alternate #4 to expire 12/31/2014

RECREATION COMMITTEE REAPPOINTMENTS:

Christopher Stracco-1 year appointment to expire 12/31/2014
William Crone-5 year appointment to expire 12/31/2014
Brenda Kleber-5 year appointment to expire 12/31/2014

OPEN SPACE COMMITTEE APPOINTMENTS:

Wendy Buttgerreit-1 year appointment to expire 12/31/2104
Alan DeCarolis-1 year appointment to expire 12/31/2014
Frank Desiderio-1 year appointment to expire 12/31/2014

FARMLAND PRESERVATION COMMITTEE APPOINTMENTS

Alan DeCarolis-1 year appointment to expire 12/31/2014
Richard Dericks-1 year appointment to expire 12/31/2014
Richard Rogers-2 year appointment to expire 12/31/2015
Robert Young-1 year appointment to expire 12/31/2014
Christopher Kuhn-1 year appointment to expire 12/31/2014
Martin Connor-1 year appointment to expire 12/31/2014

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Christopher Jaronsky-3 year appointment to expire 12/31/2016
James Simonetti-3 year appointment to expire 12/31/2016
Alan DeCarolis-1 year appointment to expire 12/31/2014
Christopher Kuhn-3 year appointment to expire 12/31/2016
Dennis Lackovic-2 year appointment to expire 12/31/2015
Edward Kramer 01 year appointment to expire 12/31/2014
The Mayor appointed Dennis Lackovic to be Chairman

MUNICIPAL ALLIANCE COMMITTEE APPOINTMENTS:

Veronica Schwartz-1/2 year appointment to expire 06/30/2014
David Boynton-1/2 year appointment to expire 06/30/2014
Jean Verberke-1/2 year appointment to expire 06/30/2014
Dr. Dwight Klett-1/2 year appointment to expire 06/30/2014
Note: Municipal Alliance will be part of shared services with Hope/White townships

RESOLUTIONS:

#2014-01 (Meeting dates)

WHEREAS, section 12 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, not later than January 10th of such year, every public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of each meeting of said body during the succeeding year.

NOW, THEREFORE BE IT RESOLVED, by the Frelinghuysen Township Committee that the regular public meetings of the Frelinghuysen Township Committee will be held on the third Wednesday of each month at 7:30 p.m. at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey as follows:

REGULAR MEETING DATES FOR 2014

January 15, 2014	July 16, 2014
February 19, 2014	August 20, 2014
March 19, 2014	September 17, 2014
April 16, 2014	October 15, 2014
May 21, 2014	November 19, 2014
June 18, 2014	December 17, 2014

BE IT FURTHER RESOLVED, that the following dates during the calendar year of 2014 are hereby designated as the workshop meetings of the Mayor and Committee of the Township of Frelinghuysen on an as needed basis.

January 8, 2014	July 9, 2014
February 12, 2014	August 13, 2014
March 12, 2014	September 10, 2014
April 9, 2014	October 8, 2014
May 14, 2014	November 12, 2014
June 11, 2014	December 10, 2014

BE IT FURTHER RESOLVED, that all workshop meetings will begin at 6:00 p.m. at 210 Main Street, Johnsonburg, New Jersey unless otherwise specified. Workshop meetings may be subject to cancelation. Formal action may be taken at regular and workshop meetings. Executive sessions may be called by the governing body at these meetings.

Motion was made by Mr. DeCarolis, seconded by Mr. Desiderio to adopt said resolution. Roll call vote: Mr. Stracco-yes, Mr. Kuhn-yes, Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Boynton-yes.

#2014-02 (Committee resolution)

BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey that the following resolution be adopted:

Monthly department reports are required from the Tax Assessor, Tax Collector, Chief Finance Officer, Building Department, Zoning Officer, Warren County Health Department, Knowlton Court and Animal Licensing Official to be given to the Clerk one week prior to the Township Committee meeting.

The Township Clerk, Building Department, Zoning Officer, and the Animal Licensing Official shall turn over monies collected to the Township Clerk to be deposited.

The Lakeland Bank is depository for monies collected by the Tax Collector, Chief Finance Officer, Zoning Officer, Animal Licensing Official, Building Department, COAH, Small Cities and Township Clerk.

The Bank of America is the depository for monies collected by the Chief Finance Officer for escrow account.

The Tax Collector is authorized to issue tax search requests.

The Tax Assessor is authorized to issue certified list of property owners.

Motion was made by Mr. Kuhn, seconded by Mr. Desiderio to adopt said resolution. Roll call vote: Mr. Kuhn-yes, Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Boynton-yes, Mr. Stracco-yes.

2013-03 (Budget resolution)

WHEREAS, N.J.S.A.40A:4-19 provides that where any contract commitment or payments are to be made prior to the final adoption of the 2014 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time herein provided; and

WHEREAS, the date of this resolution is within the first thirty (30) days of January 2014; and

WHEREAS, one-fourth of the total appropriations in the 2014 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements fund and public assistance in said 2014 budget in the sum of \$290,000.00

NOW, THEREFORE BE IT RESOLVED, by the Frelinghuysen Township Committee that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Finance Officer for her records.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to adopt said resolution. Roll call vote: Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Boynton-yes, Mr. Stracco-yes, Mr. Kuhn-yes.

#2014-04 (Setting Open Space tax)

WHEREAS, section 2-39.3 of the Ordinances of the Township of Frelinghuysen requires that the Open Space tax for the year 2014 be set at or before the meeting when the budget is adopted; and

WHEREAS, the Township Committee of the Township of Frelinghuysen desires to establish a \$0.02 cent open space tax per \$100.00 of ratable for each and every taxable property located within the Township.

NOW, THEREFORE BE IT RESOLVED, that the 2014 Open Space Tax is hereby established at \$0.02 cents per \$100.00 of ratable pursuant to Section 2-39.2.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to adopt said resolution. Roll call vote: Mr. Desiderio-yes, Mr. Boynton-yes, Mr. Stracco-yes, Mr. Kuhn-yes, Mr. DeCarolis-yes.

#2014-05 (Professional Services)

WHEREAS, there exists a need for various Township Professionals;

WHEREAS, the Local Public Contracts law (N.J.S.A.40A:11-1 et. seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised.

WHEREAS, the following award is for a contract that is not in excess of \$26,000 as certified by the Chief Finance Officer of the Township of Frelinghuysen, and pursuant to N.J.S.A.19:44A-20.4, may be awarded by the Township Committee.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey as follows:

1. The Mayor and Clerk are hereby authorized to execute an agreement with the following for the term indicated:

Edward Wacks	Municipal Attorney	1 year
Edward Wacks & Associates		
Paul Sterbenz and Paul Niehoff	Municipal Engineers	1 year
Maser Consulting		
The Land Conservancy of New Jersey	Land Consultants	1 year
Wilentz, Goldman & Spitzer	Bond Counsel	1 year
Ardito & Co.	Municipal Auditor	1 year

2. This contract is awarded without competitive bidding as a "Professional Services" under the provisions of the Local Public Contracts Law because these are recognized professionals licensed and regulated by law and it is not feasible to obtain competitive bids.

3. A copy of this resolution shall be published in the New Jersey Herald and The Express-Times as required by law, within ten days of its passage.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to adopt said resolution. Roll call vote: Mr. Boynton-yes, Mr. Stracco-yes, Mr. Kuhn-yes, Mr. Desiderio-yes, Mr. DeCarolis-yes.

#2014-06-not adopted

#2014-07 (Authorize signatures on township checks)

WHEREAS, it is necessary and appropriate to designate the Frelinghuysen Township officials who are authorized to sign checks on behalf of the township.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Committee of the Township of Frelinghuysen that the following Frelinghuysen Township officials are authorized to sign checks where multiple signatures are required:

- Mayor-David C. Boynton
- Deputy Mayor- Christopher Kuhn
- Township Clerk- Brenda J. Kleber
- Chief Finance Officer- Amy Maronpot

BE IT FURTHER RESOLVED, that signature cards with the signatures of the persons authorized to sign be forwarded to all Township depositories.

This resolution shall take effect as provided by law.

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to adopt said resolution. Roll call vote: Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Kuhn-yes, Mr. Stracco-yes, Mr. Boynton-yes.

#2014-08

WHEREAS, the Township Committee needs to designate two official newspapers for the legal advertising of legal ads for the township.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen that the New Jersey Herald hereby be designated as the official newspaper and The Express-Times as the secondary newspaper of the Township of Frelinghuysen for the year 2014.

BE IT FURTHER RESOLVED, that the bulletin board in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey is designated as the place where all official notices are to be posted.

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to adopt said resolution. Roll call vote: Mr. Desiderio-yes, Mr. Kuhn-yes, Mr. Stracco-yes, Mr. Boynton-yes, Mr. DeCarolis-yes.

#2014-09 (tax interest rate and penalties)

WHEREAS, N.J.S.A.54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges;

NOW, THEREFORE BE IT RESOLVED, by the governing body of Frelinghuysen Township that the rate of interest on unpaid taxes shall be eight percent (8%) per annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable.

BE IT FURTHER RESOLVED, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the calendar year, the tax collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (10,000.00) Dollars.

BE IT FURTHER RESOLVED, that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to adopt said resolution. Roll call vote: Mr. Kuhn-yes, Mr. Stracco-yes, Mr. Boynton-yes, Mr. DeCarolis-yes, Mr. Desiderio-yes.

#2014-10 (Cash Management plan)

WHEREAS, NJSA 40A:5-14 of the Local Fiscal Affairs Law requires that every local unit shall adopt a "Cash Management Plan" and shall deposit in an interest bearing account, all available public funds pursuant to the plan;

NOW, THEREFORE BE IT RESOLVED, that the Township of Frelinghuysen, County of Warren and State of New Jersey, hereby adopts the following "Cash Management Plan" policy to be utilized by the Township of Frelinghuysen for the year 2014; and

BE IT FURTHER RESOLVED, that certified copies of this resolution shall be filed with the Frelinghuysen Township Chief Finance Officer and Municipal Auditor.

CASH MANAGEMENT PLAN OF THE TOWNSHIP OF FRELINGHUYSEN

PURPOSE:

It is in the best interest of the Township of Frelinghuysen to earn additional revenue through the investment and prudent management of its cash receipts. Public Law 1983, chapter 8 approved January 18, 1983, is an Act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A:5-14 and this law requires that each local unit shall adopt a cash management plan.

The following shall constitute the Cash Management Plan for the Township of Frelinghuysen which shall deposit and manage its funds pursuant to this Plan.

DEFINITIONS:

1. Treasurer shall mean the Treasurer of the Township of Frelinghuysen.
2. Fiscal year shall mean the twelve month period ending December thirty-one.
3. Cash Management Plan shall mean that the plan as approved by resolution by the Governing Body of the Township of Frelinghuysen.

DESIGNATION OF DEPOSITORIES:

1. At least once each fiscal year at its organization meeting, the Governing body shall by resolution, designate the depositories for the Township in accordance with N.J.S.A. 40A:5-14.

AUDIT REQUIREMENT:

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

AUTHORITY TO INVEST:

1. The Governing Body, at its organization meeting, shall pass a resolution Designating the Township's officials(s) who shall make and be responsible for municipal deposits and investments.

INVESTMENT INSTRUMENT:

1. The Treasurer shall invest at his or her discretion, in any investment Instruments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in Accordance with N.J.S.A.40A:5-15.1

RECORD AND REPORTS:

1. The Treasurer shall report all investments in accordance with N.J.S.A. 40A:4-15.2.
2. At a minimum, the Treasurer shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the Township's cash in its bank accounts.
 - c. Report investments to the Governing body at regularly scheduled meetings of the Governing body.
 - d. Report monthly to the Governing body as to the status of cash balances in bank accounts, revenue collection, interest rates, and interest earned.

CASH FLOW:

1. The Treasurer shall ensure that the Township's accounting system provides regular information concerning the Township's cash position and investment performance.
2. All money's shall be turned over to the Treasurer and deposited in accordance with N.J.S.A. 40A:5-15.

3. The Treasurer is authorized and directed to invest surplus funds of the Township as the availability of the funds permit. In addition, it shall be the responsibility of the Treasurer to minimize the possibility of idle cash by depositing the Township's moneys in interest bearing accounts wherever practical and in the best interest of the Township of Frelinghuysen.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to adopt said resolution. Roll call vote: Mr. Stracco-yes, Mr. Boynton-yes, Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Kuhn-yes.

#2014-11 (Transfer resolution)

WHEREAS, there appears to be a surplus in the following account over and above the amount deemed necessary to fulfill the purpose of the appropriation for the balance of the year 2013:

From: <i>Recreation OE</i>	\$ 1,500.00
<i>Finance OE</i>	\$ 300.00
<i>Group Insurance OE</i>	\$ 3,800.00
<i>Emerg Mgt OE</i>	\$ 1,000.00
<i>Road OE</i>	\$ 5,402.00
<i>Emerg S&W</i>	\$ 850.00
<i>Environ Health OE</i>	\$ 700.00
<i>Zoning OE</i>	\$ 100.00
<i>Engineering OE</i>	\$ 900.00
<i>Note Interest OE</i>	\$ 21.00

WHEREAS, there appears to be insufficient funds in the following account to meet the demands thereon for the balance of the year 2013:

To: <i>General Admin S&W</i>	\$ 197.00
<i>Asses Search S&W</i>	\$ 21.00
<i>Tax Asses S&W</i>	\$ 1.00
<i>Buildings Official S&W</i>	\$ 2,030.00
<i>Plumbing S&W</i>	\$ 1.00
<i>Zoning S&W</i>	\$ 1.00
<i>Road S&W</i>	\$ 12,300.00
<i>Clean Comm S&W</i>	\$ 1.00
<i>Social Security</i>	\$ 21.00

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of N.J.S.A. 40A:4-59 the surplus in the accounts heretofore mentioned by and same is hereby transferred to the accounts (excepting the appropriation for Contingent Expenses or Deferred Charges) mentioned as being insufficient to meet the current demands and therefore this resolution shall take effect.

BE IT FURTHER RESOLVED, that the Treasurer be and she is hereby authorized and directed to make the above transfers.

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to adopt said resolution. Roll call vote: Mr. Boynton-yes, Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Kuhn-yes, Mr. Stracco-yes.

2014-12 on hold

2014-13 (payment of bills)

WHEREAS, the Finance Committee of the Township of Frelinghuysen have reviewed the bills submitted by the Municipal Clerk to the Frelinghuysen Township Committee for January 2, 2014; and

WHEREAS, the Finance Committee find the bills to be in order and recommend to the Township Committee that they be paid by the Chief Finance Officer.

NOW, THEREFORE BE IT RESOLVED, by the Frelinghuysen Township Committee that all bills submitted for the above named month are reasonable and proper and are to be paid from their appropriate account.

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to adopt said resolution. Roll call vote: Mr. DeCarolis-yes, Mr. Desiderio-yes, Mr. Kuhn-yes, Mr. Stracco-yes, Mr. Boynton-yes.

AGREEMENTS:

The 2014 agreement for the Municipal Auditors in the amount of \$22,902.00 was approved to be signed by the Mayor and Municipal Clerk on motion made by Mr. Desiderio, seconded by Mr. Kuhn. All were in favor

The 2014 agreement for The Land Conservancy of New Jersey in the amount of \$10,350.00 was approved to be signed by the Mayor and Municipal Clerk on motion made by Mr. Desiderio, seconded by Mr. Kuhn. All were in favor.

The 2014 agreement for the Municipal Engineer, keeping their fees the same as 2013 was approved to be signed by the Mayor and Municipal Clerk on motion made by Mr. Desiderio, seconded by Mr. Kuhn. All were in favor.

CORRESPONDENCE:

1. Annual report from Zoning Officer

OPEN MEETING TO THE PUBLIC:

Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis to open the meeting to the public. Spoke was:

Adam Baker of the 24th district introduced himself to the Committee.

Motion was made by Mr. Desiderio, seconded by Mr. Kuhn to close the meeting to the public. All were in favor.

ADJOURNMENT:

There being no further business the meeting was adjourned at 7:40 p.m. on motion made by Mr. DeCarolis, seconded by Mr. Stracco. All were in favor.

Respectfully Submitted,

Brenda J. Kleber, RMC

