

**MINUTES OF WORK MEETING OF OCTOBER 14, 2015  
(AMENDED)**

The work meeting of the Frelinghuysen Township Committee was held in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey on Wednesday, October 14, 2015 and was called to order at 7:00 p.m. by Mayor Christopher Kuhn.

**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: Mayor Christopher Kuhn, Deputy Mayor Christopher Stracco, Committeeman Frank Desiderio, Committeeman Alan DeCarolis, Committeeman David Boynton, and Acting Clerk Donna Zilberfarb.

**ORDINANCES:**

Carbonate Rock Ordinance 2015-16 for discussion only - Mr. Stracco explained that there was no Land Use Board (LUB) meeting in October so the Ordinance wasn't able to be reviewed by that board. Mr. Stracco will forward to the LUB secretary for the November agenda. He recommends that this be completed this year and would like the board to recommend it to the Township Committee. Mr. DeCarolis suggested that the Mayor contact the Chair and get the first reading for November.

A motion was made by Mr. Desiderio to direct the Land Use Board to consider reviewing this for a first reading - after discussion, Mr. Desiderio rescinded the motion.

The Land Use Board meeting November 2nd, review at meeting and first reading at the Township Committee Meeting on November 11th with second reading December 16th.

**RESOLUTIONS:**

**2015-98** Capital Account Resolution WHEREAS, it is the desire of the Committee of the Township of Frelinghuysen to review and update the line items within each open Capital Ordinance, and WHEREAS, after review it has been decided to transfer budgeted amounts within each ordinance to better serve the purposes of the allotted capital expenditures and to move dollars to alleviate line items that have small or overspent balances within each ordinance, NOW, THEREFORE BE IT RESOLVED by the Committee of the Township of Frelinghuysen that the following budget transfers be recorded by the CFO:

DESCRIPTION	CURRENT BUDGET	10/14/15 ADJUSTMENT	ADJUSTED BUDGET
<u>Ordinance 2013 Various Projects</u>			
Road Improvements Lanning Rd	576.50	-576.50	.00
Road Improvements Lincoln Laurel Rd	10,000.00	-10,000.00	.00
Municipal Facilities-Garage	3000.00	+10,576.50	13,576.50
<u>Ordinance 2014 Various Improvements</u>			
Crack Fill	25,077.77	-25,077.77	.00
Road Overlay and Pipe Crossing	.00	+25,077.77	25,077.77

Motion made by Mr. Boynton, seconded by Mr. DeCarolis. All were in favor.

**OLD BUSINESS:**

- Approved 3 bills Colaluca Well & Pump Service LLC - deposit; County college of Morris - Tuition for Building Classes for Kim Mantz; and US Postal Service for a roll of stamps. Motion was made by Mr. Boynton, seconded by Mr. Desiderio to approve the 3 bills. All were in favor.

**NEW BUSINESS:**

- Swift 911 Contract Update - Outstanding bill that needs to be split between Frelinghuysen and Green Townships. Total amount due is \$3,750.00 - Frelinghuysen share is \$1,500.00 and Green is \$2,250.00. Need to amend the agreement and have that included in the addendum. The Mayor stated the bill will be paid November 11, 2015. Mr. Kuhn will be going to the Green Township Committee meeting at the end of the month to discuss with them as well.

Motion was made by Mr. Boynton to send agreement to legal counsel, seconded by Mr. DeCarolis. All were in favor.

- Road Status - Hold for regular meeting
- Fire Department Funding - Mr. Kuhn explained that there is additional capital that can be used towards fire department donation. The cost to amend the Capital Bond Ordinance would be approximately \$500.00. Mr. Kuhn stated it was up to the Committee if they wanted to do it.

Mr. Dooley, Green Township Fire Department, presented that they are in need of turn out gear and racks to hold them. They purchased 3 sets but still needs 6 more. He also asked what the rules are for the stipend each year that they receive. Mr. Kuhn explained that this year a form will be sent out to each fire department for them to complete on what is needed for the upcoming year. Mr. Dooley was understandable and said they appreciate all that Frelinghuysen does for them.

Hope Fire Department then handed updated papers explaining their needs for 2016. Mr. Kuhn stated they will take for the 2016 budget and will be looking at all townships before committing for next year. Hope also brought a quote and will come back into the town hall to pick up purchase order for purchase of equipment needed for this year, that was previously approved.

Motion was made by Mr. Desiderio, seconded by Mr. Stracco to repurpose the Capital Bond Ordinance to purchase turn out gear and racks for Green Township Fire Department. Roll call vote: Mr. Boynton-No (not inclusive of budgeting); Mr. DeCarolis-No (Money was appropriated for roads); Mr. Desiderio-Yes; Mr. Kuhn-Yes; Mr. Stracco-Yes. Mr. Kuhn will discuss with Ms. Dyer, CFO, and proceed.

- Personnel Policy - Mr. Kuhn explained that there is a need to update the personnel policy in regards to sick, personal and vacation time rollover each year for new employees.

Motion was made by Mr. Boynton for Mr. Stracco to direct legal counsel to amend personnel policy with regards to rollover, seconded by Mr. DeCarolis. Roll call vote: Mr. Boynton-Yes; Mr. DeCarolis-Yes; Mr. Desiderio-Yes; Mr. Kuhn-Yes; Mr. Stracco-Yes.

- Historical Committee Ordinance - Mr. Kuhn explained to the committee that an oversight was made and there was no paid secretary put into the ordinance. As of right now the acting secretary is the secretary getting paid \$13.00 per hour. Questions were asked by Mr. Desiderio, Mr. Boynton and Mr. Stracco why we need a paid secretary. Mr. Kuhn explained after meeting with finance and Ms. Dyer, they need a paid secretary. Mr. Stracco asked if it is a statutory requirement and Mr. Kuhn said no it is up to the Committee if they'd like to have a paid secretary and that there is no legal requirement for having one. Mr. Boynton inquired if they have one now and Mr. Kuhn responded no only with the temporary help acting as the secretary and being paid \$13.00 per hour. Mr. Kuhn has no proposal at this time and was just mentioning this. Mr. Stracco asked how many times a year do they meet and Mr. Kuhn responded with 6 times. Mr. Stracco asked Mr. Kuhn if he thought they needed a paid secretary, since he sits on that board. Mr. Kuhn stated they have a lot of stuff they are working on and have an aggressive agenda. Mr. DeCarolis also mentioned that there is a lot of paperwork. Mr. Desiderio asked if our temporary help was the deputy clerk and Mr. Kuhn responded that no she is filling the role of deputy clerk as temporary help. This will be tabled until budget meeting in December.
- Kids Camp Funding - Mr. Kuhn handed out a packet with financial information to all present including the audience and explained it. Mr. Desiderio asked for more explanation for difference on numbers from front of presentation to the spreadsheet. Mr. Baguley asked what happens if Green Acres doesn't come through with the monies. Mr. Kuhn explained the 3 main grants used by the township, which are DOT grants, Farmland Preservation grants and open space grants. Mr. Bertold questioned the different shortfall on the well sealing and where's that money coming from. Ms. Drylie asked if anyone can use the land now. Mr. Kuhn explained that we can regulate it but it can not be closed to someone. Mr. Desiderio stated the lodge is owned by the township and we can regulate who uses that. Mr. Marra asked that

there was no impact on the taxpayers? Mr. Kuhn responded with no impact for tax payers. Mr. Marra questioned insurance and Mr. Kuhn stated it is included in our insurance now. Mr. Stracco explained the JIF fund and tort laws that help municipalities. Mr. Conner asked about the \$200,000 commitment through Warren County - is that additional funding? Mr. Kuhn explained that it was given upfront to fund the demolition. All questions were answered.

- Propane Pricing Contract - Kids Camp - Ms. Buttgereit talked with different propane companies and Fairclough gave a quote on getting tank but purchasing it next year and this year only propane would be bought. She stated Fairclough will match any lower price. Mr. DeCarolis and committee members would like Fairclough to put that in writing. Will discuss at regular meeting on the 21st.
- NJ Legislative Meeting, October 30 RSVP - Mr. Kuhn - Yes; Mr. DeCarolis - Yes; Mr. Boynton - Yes; Mr. Stracco - No; Mr. Desiderio - No. Ms. Zilberfarb will contact and let them know who will be in attendance.
- November meeting date change - Due to the League of Municipalities the regular meeting needs to be changed to another date. Recommend moving to November 11, 2015 at 7:30 pm, rather than that being a work session. Mr. Stracco will check with Mr. Wacks to be sure someone from the office can attend.

Motion was made by Mr. Boynton, seconded by Mr. DeCarolis to move the regular meeting to November 11, 2015 at 7:30 pm. All were in favor.

- Kids Camp - Walk in Freezer and Greenhouse - Mr. Conner and Ms. Buttgereit stated there is no use for the freezer and it just occupies space. Mr. Kuhn asked if there was any value to it. Both agreed no value and would have to have someone come take it away. Mr. Kuhn suggested putting on Muni-Bid.

Motion was made by Mr. Stracco, seconded by Mr. Desiderio to place on Muni-Bid as is. All were in favor.

Greenhouse - After some discussion by members, and taking into consideration that recreation may want to use it, a black bear has ripped a hole into it and possibly moving to a better location, the committee decided to hold this.

- DPW road foreman position - Mr. Desiderio stated that he would like to be involved in the interviews and the weeding through the resumes, as he has experience in this position. Mr. Kuhn stated the personnel committee would interview first and then the entire committee will interview, but not all at the same time. Mr. Stracco questioned when interviews will start and Mr. Kuhn stated after the League, the end of November.

#### **OPEN MEETING TO THE PUBLIC:**

Motion was made by Mr. Desiderio, seconded by Mr. Mr. Boynton to open meeting to the public. All were in favor. Spoke were:

Loren Greco: Asked the committee if they were accepting contracts for snow contractors this year. Mr. Stracco will speak with Mr. Wacks on this.

Bob Bertold: Inquired as to when repairs on roads would be starting. Mr. Kuhn stated that we would be patching Bear Creek Road. Ms. Zilberfarb stated they are supposed to start tomorrow on Bear Creek Road.

Marty Conner: Told about the warren county program with the jail inmates called SLAP, directed by Daniel Buff, and inquired if they could utilize them for mowing and trail clearing on weekends from 7-3. Mr. Kuhn will discuss with insurance. Mr. Stracco asked what the need was and Mr. Conner explained 8 miles of trails need to be maintained. Mr. Stracco mentioned to ask Mr. Buff how they handle insurance. Mr. Kuhn stated probably won't get too much trail clearing done during the winter, look at in spring.

Marty Conner: Asked about roof leak being fixed in the lodge building - Mr. Boynton will have Scott look at.

Loren Greco: Asked when you will decide on the snow removal contract - Mr. Kuhn stated that in November, need to discuss with Ed Wacks first but will get it done quickly.

Marty Conner: Asked to use the tractor to bush hog – Mr. Kuhn said it is being used for patching work right now and Mr. DeCarolis stated in 2 weeks he could use it.

Phil Baguley: Asked for an explanation on Microsurfacing - Mr. Desiderio explained what it is and how the process works. Mr. Stracco stated it is perfect candidate for development roads. Mr. Kuhn also agreed that works very well in development roads rather than overlay road surfaces. Mr. Baguley asked why start with Saddle Ridge? Mr. Stracco explained the timeframe of going back 2-3 years and that the residents came to the committee for the road to be fixed. It was crack filled and then micro surfaced. Mr. Baguley asked why not do that for Bear Creek road since that is in need of repair - Mr. Desiderio explained the paving process and the cost aspects for each type of paving.

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

**ADJOURNMENT:**

There being no further business, motion was made by Mr. Boynton, seconded by Mr. DeCarolis to adjourn the meeting. All were in favor.

Respectfully Submitted,

Donna Zilberfarb, Acting Township Clerk