

MINUTES OF REORG MEETING OF JANUARY 4, 2016

The work meeting of the Frelinghuysen Township Committee was held in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey on Monday, January 4, 2016 and was called to order at 7:00 p.m. by Acting Clerk Donna Zilberfarb.

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: Committeeman Christopher Stracco, Committeeman Frank Desiderio, Committeeman Alan DeCarolis, Committeeman Christopher Kuhn, Committeeman David Boynton, Legal Counsel David Brady, and Acting Clerk Donna Zilberfarb.

OATH OF OFFICE:

The Acting Municipal Clerk administered the oath of office to Christopher Kuhn and Christopher Stracco.

NOMINATION FOR MAYOR:

The Acting Municipal Clerk called for nominations for Mayor for the year 2016. Motion was made by Mr. DeCarolis to nominate Christopher Kuhn for Mayor, seconded by Mr. Boynton. Mr. Desiderio made a motion to nominate David Boynton for Mayor, seconded by Mr. Boynton. Mr. Boynton made a motion to nominate Alan DeCarolis for Mayor, Mr. DeCarolis declined. With 2 nominations for Mayor, a ballot vote was taken. The results were 3 votes for Mr. Kuhn and 2 votes for Mr. Boynton. Mr. Kuhn accepted the position.

NOMINATION FOR DEPUTY MAYOR:

Mayor Kuhn called for nominations for Deputy Mayor for the year 2016. Motion was made by Mr. DeCarolis, seconded by Mr. Boynton to nominate Chris Stracco as Deputy Mayor. No other nominations were made. Mr. Stracco accepted the position of Deputy Mayor. All were in favor.

PROCLAMATION: Mayor Kuhn read a proclamation for Bill Crone for his retirement from Frelinghuysen Township. Mr. Crone will receive a signed copy from Ms. Zilberfarb.

2016 APPOINTMENTS:

Committee Appointments-Schedule A

Director of Public Works - Alan DeCarolis

Finance Commission (includes Tax Assessor and Collector) - Mr. Kuhn

Buildings and Grounds - Mr. Boynton

Open Space Committee Member - Alan DeCarolis

Farmland Preservation Committee Member - Alan DeCarolis

Land Use Board Member - Alan DeCarolis

Environmental Commission Member - Mr. Kuhn

Board of Health Members (All committee members) - all members

Personnel Committee Members - Mr. DeCarolis and Mr. Stracco

Board of Education Liaison - Mr. Boynton

Freeholder Liaison - Mr. Boynton

Police Liaison - Mr. DeCarolis

Safety Committee Liaison - Mr. Kuhn

COAH Coordinator - Mr. Stracco

Municipal Alliance Liaison - Mr. Boynton

Legal Liaison - Mr. Stracco

Route 94 Township Property site plan manager - Mr. Stracco

Motion was made by Mr. Stracco, seconded by Mr. DeCarolis to concur with the Mayor's appointments. 4 were in favor. Mr. Desiderio was opposed.

2016 Miscellaneous Appointments-Schedule B

Road Supervisor – Donna Zilberfarb

Deputy clerk – None
Tax Search Officer – Donna Van Tassel
Tax Collector – Donna Van Tassel
List of Certified Owners – David Gill
Deputy Tax Collector – Donna Zilberfarb
Board of Health Secretary – Donna Zilberfarb
Senior Citizen Coordinator – Jean Verbeck
Solid Waste Advisory Commission member – Jim Banta
Animal Control Officer – Alan DeCarolis
Deputy Animal Control Officer – Nellie Klaver
Dog Licensing Official – Donna Zilberfarb
Municipal Alliance Coordinator – Ronnie Schwartz
Clean Communities Coordinator – Donna Zilberfarb
Recycling Coordinator – Donna Zilberfarb
Forestry Management Coordinator – Wendy Buttgereit
Driveway Opening Official – Joe Golden
Building Department Technical Assistant – Kim Mantz
Zoning Officer/Enforcement Official – George Boesze
Temporary Construction Official – James O'Connor
Manager of Public Lands – Marty Connor
Assistant Manager of Public Lands – Wendy Buttgereit
Motion was made by Mr. Boynton, seconded by Mr. Desiderio to concur with the Mayor's appointments. All were in favor.

2016 Land Use Board Appointments - Schedule C

Jessica Caruso (alt) – 1 year term
Alan DeCarolis (class III) – 1 year term
Donna Eitner (Class IV) – 1 year term
Max Klein (alt) – 1 year term
James Simonetti (Class III) – 3 year term
Christopher Stracco (Class I) – 1 year term
Russell Walters (Class IV) – 4 year term
Nomination for Committee Appointment – Motion was made by Mr. Desiderio to nominate Mr. Desiderio, seconded by Mr. Boynton for the Land Use Board Representative. After discussion, Mr. Desiderio withdrew the motion. Motion was made by Mr. DeCarolis to nominate Mr. Stracco for the Land Use Board, seconded by Mr. Kuhn. All were in favor. Motion was made by Mr. Stracco, seconded by Mr. Boynton to concur with the Mayor's appointments. All were in favor.

2016 Environmental Commission Appointments - Schedule D

Alan DeCarolis – 1 year term
Motion was made by Mr. Stracco, seconded by Mr. Boynton to concur with the Mayor's appointments. All were in favor.

2016 Municipal Alliance Appointments - Schedule F

David Boynton – 1 year term
Frank Desiderio – 1 year term
Genevieve Jones – 1 year term
Brenda Kleber – 1 year term
Nicholas Perez – 1 year term
Ronnie Schwartz – 1 year term
Jean Verbeke – 1 year term
Motion was made by Mr. Desiderio, seconded by Mr. Boynton to concur with the Mayor's appointments. All were in favor.

2016 Recreation Committee Appointments - Schedule G

David Boynton – 1 year term
Al Eitner – 5 year term
Sue Mattos – 5 year term
Clare Saalfeld – 5 year term
The Mayor would like Kelly Simonetti on the board if an opening comes up. Motion was made by Mr. Boynton, seconded by Mr. Desiderio to concur with the Mayor's appointments. All were in favor.

2016 Open Space Committee Appointments - Schedule H

Wendy Buttgereit – 1 year term

Martin Connor – 1 year term
Alan DeCarolis – 1 year term
Frank Desiderio – 1 year term
David Boynton, II – 1 year term
Amy Winfield – 3 year term

Motion was made by Mr. Boynton, seconded by Mr. Desiderio to concur with the Mayor's appointments. All were in favor.

2016 Historical Committee Appointments - Schedule I

Wendy Buttgerit – 1 year term
Alan DeCarolis – 1 year term
Christopher Kuhn – 1 year term
Tammy Beckenthal – Alt #2

Motion was made by Mr. Desiderio, seconded by Mr. Boynton to concur with the Mayor's appointments. All were in favor.

RESOLUTIONS:

2016-01 SETTING MEETING DATES FOR FRELINGHUYSEN TOWNSHIP COMMITTEE 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 2016

January 20, 2016	July 20, 2016
February 17, 2016	August 17, 2016
March 16, 2016	September 21, 2016
April 20, 2016	October 19, 2016
May 18, 2016	November 16, 2016
June 15, 2016	December 21, 2016

BE IT FURTHER RESOLVED, that the following dates during the calendar year of 2016 are hereby designated as the workshop meetings of the Mayor and Committee of the Township of Frelinghuysen on an as needed basis.

January 13, 2016	July 13, 2016
February 10, 2016	August 10, 2016
March 9, 2016	September 14, 2016
April 13, 2016	October 12, 2016
May 11, 2016	November 9, 2016
June 8, 2016	December 14, 2016

BE IT FURTHER RESOLVED, that all workshop meetings will begin at 7:00 p.m. at 210 Main Street, Johnsonburg, New Jersey unless otherwise specified. Workshop meetings may be subject to cancellation. Formal action may be taken at regular and workshop meetings. Executive sessions may be cancelled by the governing body at these meetings. Motion was made by Mr. Desiderio, seconded by Mr. Boynton. All were in favor.

2016-02 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. Boynton, seconded by Mr. DeCarolis. All were in favor.

2016-03 TEMPORARY APPROPRIATIONS FOR OPERATING PURPOSES

WHEREAS, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2016 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and WHEREAS, the date of this resolution is within the first thirty days of 2016, and WHEREAS, the total appropriations in the 2015 budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

GENERAL \$1,287,923

WHEREAS, 26.25 percent of the total appropriations in the 2015 budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2015 budget is as follows:

GENERAL \$338,079

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Frelinghuysen Township, County of Warren that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records. A motion was made by Mr. Boynton, seconded by Mr. DeCarolis. Roll call vote: Boynton-Yes; DeCarolis-Yes; Desiderio-Yes; Kuhn-Yes; Stracco-Yes.

2016-04 SETTING THE OPEN SPACE TAX FOR 2016

WHEREAS, section 2-39.3 of the Ordinances of the Township of Frelinghuysen requires that the Open Space tax for the year 2016 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 2016 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. Boynton. All were in favor.

2016-05 APPOINTING TOWNSHIP PROFESSIONALS

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 \$40,000 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. Boynton. All were in favor. Mr. Stracco abstained.

2016-06 TO APPOINT PERSONNEL OF THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Department of Public Works for the Township of Frelinghuysen shall have charge of and supervision over the care, maintenance and construction of all streets, alleys and public ways; the construction, operation and maintenance of all storm-water and sanitary sewers, and all street gutters and drains and the appurtenances thereto; and WHEREAS, the Department of Public Works consist of the Director of Public Works and shall be under the immediate control and direction of a Township Committeeman in charge of public works, who shall be designated as "Director of Public Works" and who shall be subject and subordinate to the ultimate control and direction of the Township Committee. NOW, THEREFORE BE IT RESOLVED, that Alan DeCarolis shall be appointed as "Director of Public Works" for

the year 2016. Motion was made by Mr. Boynton, seconded by Mr. Stracco. All were in favor.

2016-07 RESOLUTION AUTHORIZING 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 –Christopher Kuhn
Deputy Mayor – Christopher Stracco
Acting Township Clerk - Donna Zilberfarb
Chief Finance Officer- Danette Dyer

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. Mr. Desiderio made a motion, seconded by Mr. Boynton. All were in favor. Motion was made by Mr. Boynton, seconded by Mr. DeCarolis. All were in favor.

#2016-08 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 2016. 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. Boynton, seconded by Mr. DeCarolis. All were in favor.

2016-09 AUTHORIZING THE INTEREST RATE/GRACE PERIOD/YEAR-END

PENALTY 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; and 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. Stracco, seconded by Mr. Desiderio. All were in favor.

2016-10 AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-MUNICIPAL AUDITOR

WHEREAS, the Township of Frelinghuysen has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of N.J.S.A.19:44A-20.5; and, WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the acquisitions will exceed \$17,500; and, WHEREAS, the anticipated term of this contract is one year; and, WHEREAS, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$24,297 (including court); and, WHEREAS, ARDITO & CO., LLP has competed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Township of Frelinghuysen in the previous one year, and that the contract will prohibit ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and, WHEREAS, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current,

revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance. NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, authorizes the Mayor and Clerk of the Township of Frelinghuysen to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Frelinghuysen for the year 2016; and, BE IT FURTHER RESOLVED that the Business Discloser Entity Certification and Determination of Value be placed on file with this resolution; and, BE IT FURTHER RESOLVED that a notice of this action shall be printed once in a legally designated publication. Political Contribution Disclosure. This contract has been awarded to Ardito & Co., LLP based on the merits and abilities of Ardito & Co., LLP to provide the goods and services as described herein. This contract was not awarded through a “fair and open” process pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Ardito & Co., LLP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 OR 19:44A-16 in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19. affect its eligibility to perform this contract, nor will it make reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person seeing in an elective public office of the municipality when the contract is awarded. Exhibit “A” (Mandatory Affirmative Action Language), Exhibit “B” (Employee Information Report), Exhibit “C” (Business Registration Certificate), Exhibit “D” (Business Entity Disclosure Certification), Exhibit “E” (Political Contributions Disclosure Certification), and Exhibit F (Insurance) are attached to and made a part of this contract. Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis. All were in favor.

2016-11 APPOINTING RISK MANAGMENT CONSULTANT WHEREAS, the Township of Frelinghuysen (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 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 governing body of the “Local Unit”, in the County of Warren and State of New Jersey, as follows:

1. Frelinghuysen Township hereby appoints Christopher Kuhn its local Risk Management Consultant.
2. The Mayor (authorized representative of the public entity) and Risk Management Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2016 in the form attached hereto. Motion was made by Mr. Desiderio seconded by Mr. Boynton. All were in favor.

2016-12 FORM 1B WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. WHEREAS, The Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and WHEREAS, the Frelinghuysen Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and, WHEREAS, the Frelinghuysen Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Warren; NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey hereby recognizes the following:

1. The Frelinghuysen Township Committee does hereby authorize submission of a strategic plan for the Frelinghuysen Township Municipal Alliance grant for fiscal year 2016-2017 in the amount of:

DEDR	\$ 3,536.00
Cash Match	\$ 1,061.00
In-Kind	\$ 2,652.00

2. The Frelinghuysen Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

2016-13 RESOLUTION APPOINTING TAX COLLECTOR WHEREAS, the term of Tax Collector has expired and; WHEREAS, Donna Van Tassel has the qualifications to service as the Tax Collector and; NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey, that Donna Van Tassel is hereby appointed to serve as the Tax Collector, commencing January 1, 2016 and continuing through December 31, 2020. BE IT FURTHER RESOLVED, that subject to proper and valid appropriation of the funds for same, Donna Van Tassel shall be paid the salary of \$15,000.00 annually. This Resolution shall take effect according to law. Motion was made by Mr. Desiderio, seconded by Mr. DeCarlos. All were in favor.

2016-14 RESOLUTION APPOINTING CERTIFIED MUNICIPAL REGISTRAR WHEREAS, Donna Zilberfarb has held the appointment of Acting Municipal Registrar; effective April 1, 2015; and WHEREAS, Donna Zilberfarb has passed the certification to service as the Certified Municipal Registrar; and NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey, that Donna Zilberfarb is hereby appointed to serve as the Certified Municipal Registrar, commencing September 17, 2015 and continuing through September 16, 2018. Motion was made by Mr. Desiderio, seconded by Mr. DeCarolis. All were in favor.

OLD BUSINESS:

The zoning officer and dog licensing yearend report was approved. The construction yearend report was held until the January 20th meeting.

The township dinner will be held on February 20, 2016 at the Farmstead in Lafayette starting at 6pm with cash bar and 7 pm buffet dinner. Mr. Boynton will work with Ms. Zilberfarb to get invitations out and put dinner menu together.

Mr. Desiderio made a motion to accept February 20, 2016 at the Farmstead as a date and place for the township dinner, seconded by Mr. DeCarolis. All were in favor.

NEW BUSINESS:

Bills: replenish petty cash - hold to January 13th meeting

CORRESPONDENCE: (CONTRACTS)

2. Space Farms - renew contract for one year term - January 1, 2016-December 31, 2016. Mr. DeCarolis made a motion to approve said contract, seconded by Mr. Boynton. All were in favor.
3. Municipal Software Inc. (MSI) - tabled. Mr. Boynton made a motion to table until the regular meeting, seconded by Mr. DeCarolis. All were in favor.
4. PCFA - renew contract for one year term - January 1, 2016-December 31, 2016. Mr. Boynton made a motion to approve, seconded by Mr. Desiderio. All were in favor.
5. State wide Insurance - tabled. Mr. Desiderio made a motion to table until the regular meeting, seconded by Mr. Boynton. All were in favor.

OPEN MEETING TO THE PUBLIC:

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

- Hope Fire Department - inquired where they stand on their budget request. Mr. Kuhn explained the budget process and let them know a date would be set to attend a budget meeting. The Chief stated that fire coverage would end on January 15th as they are tired of not getting answers. The committee explained the budgeting process again to them and it was agreed that they would attend the work session to be held on January 13, 2016 at 6 pm. to go over their request. Ms. Zilberfarb will make sure that Ms. Dyer, CFO, will be in attendance for that meeting. Ms. Zilberfarb will also post Notice of the meeting time change with the news paper, post on the website and the bulletin board.

- Tammy Beckenthal - Asked if there were job descriptions available for the positions in town. Mr. Kuhn pointed her to the website for the Municipal Code Ordinance. Ms. Beckenthal also asked how copies of the Resolutions can be obtained. Mr. Kuhn informed her that they are printed in the approved minutes after each meeting and that she can also stop in the town hall to obtain a copy. Ms. Beckenthal then asked if there was a notary at the town hall. Ms. Zilberfarb explained that she is one. Ms. Beckenthal asked if there was an Alt#1 since she was just appointed as Alt#2 for the Historical committee. Sarah Kapitko is Alt #1.

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

After public session, Mr. DeCarolis explained that he felt the new Foreman, Calvin Inscho, should be allowed to take the town truck home each night. He explained that he used to have a county truck and took that truck home. After discussion amongst all Committee members a decision was made to let him take the town truck home.

Motion was made by Mr. DeCarolis to allow the white ford pickup truck to be taken home by Mr. Inscho, seconded by Mr. Stracco. Roll call vote: Mr. Boynton-No; Mr. DeCarolis-Yes; Mr. Desiderio-No; Mr. Stracco-Yes; Mr. Kuhn-Yes.

DEPARTMENT REPORTS:

Motion was made by Mr. Boynton to hold the consent agenda for department reports until the next meeting, seconded by Mr. DeCarolis. All were in favor.

Mr. Brady confirmed that the Employee Handbook has been updated and is ready for adoption from the committee.

Mr. Brady explained about the easement search that Sandy Uργο from TLC, is looking to obtain for Green Acres. He explained that for a title company to do the search it will be \$500 plus cost of copies. Arlene Maynards of Liberty Abstract can do this search.

Motion was made by Mr. Desiderio to authorize Mr. Wacks to complete the easement search for not more than \$500.00 plus copy costs, seconded by Mr. Boynton. All were in favor.

Mr. Brady explained that Ms. Greene will need to prepare a vacant land analysis for the COAH project and will need an authorization for her to complete with a cost up to \$3,000.00.

Motion was made by Mr. Boynton to authorize Darlene Greene up to \$3,000.00 for her work on the COAH case, seconded by Mr. Desiderio. All were in favor.

Mr. Boynton asked where the John Lotz sign needed to be placed and Mr. Desiderio will show him. Mr. Boynton informed that scaffolding will be up at the Kids Camp Lodge to look at and replace, if needed, the fire alarms.

EXECUTIVE SESSION:

There was no executive session.

ADJOURNMENT:

There being no further business, motion was made by Mr. Desiderio, seconded by Mr. Stracco to adjourn the meeting at 8:16 p.m. All were in favor.

Respectfully Submitted,

Donna Zilberfarb, Acting Township Clerk