

MINUTES OF REORGANIZATION MEETING OF JANUARY 1, 2008

The reorganization meeting of the Frelinghuysen Township Committee was held in the Municipal Building, 210 Route 661, Johnsonburg, New Jersey on Tuesday, January 1, 2008 and was called to order at 10:00 a.m. by the Municipal Clerk

Those present were: Thomas Charles, Debra Natyzak-Osadca, Alan DeCarolis, Frank Desiderio, Dale Durling, Sr., Engineers Paul Sterbenz and Paul Niehoff, Attorney Chris Hartmann and Clerk Brenda Kleber.

SUNSHINE LAW STATEMENT:

Adequate notice of this meeting was provided by posting notice on the Township bulletin board and by faxing notice to the Star Gazette and New Jersey Herald on December 4, 2007.

Committeemen Alan DeCarolis and Frank Desiderio were sworn in by the Municipal Clerk for a three year term. Dale Durling, Sr., was sworn in by the Municipal Clerk for a two year term.

Committeeman Natyzak-Osadca made a statement that this is an historic moment since we now have a five person committee.

The Municipal Clerk called for nominations for Mayor for the year 2008. Motion was made by Committee Desiderio, seconded by Committee Durling to nominate Thomas Charles as Mayor. A straw vote was done with four yeases and one abstain. Mayor Charles thanked everyone.

Nominations were called for Deputy Mayor. Motion was made by Mayor Charles, seconded by Committeeman DeCarolis to nominate Dale Durling, Sr. A straw vote was done with five yeases.

COMMITTEE APPOINTMENTS:

1. Supervisor of Roads-Frank Desiderio
2. Assistant Road Supervisor-Thomas Charles
3. Finance Commission (includes Tax Collector & Tax Assessor)-Dale Durling, Sr., and Debra Natyzak-Osadca
4. Buildings and Grounds-Dale Durling, Sr., and Frank Desiderio
5. Recreation Committee Liaison-Thomas Charles
6. Open Space Committee member-Alan DeCarolis
7. Farmland Preservation Committee member-Alan DeCarolis
8. Insurance Liaison-Frank Desiderio and Debra Natyzak-Osadca
9. Planning board member Class III-Alan DeCarolis
10. Board of Health members-all Committee members
11. Personnel Committee member-Alan DeCarolis and Dale Durling, Sr.
12. Safety Committee member (include Police Liaison) -Frank Desiderio and Alan DeCarolis
13. Board of Education Liaison member-Dale Durling, Sr.
14. Freeholder Liaison-Tom Charles
15. Municipal Utilities Liaison-Tom Charles
16. COAH Coordinator-Alan DeCarolis and Frank Desiderio
17. Environmental Commission Liaison-Alan DeCarolis
18. Municipal Alliance Liaison-Debra Natyzak-Osadca

MISCELLANOUS APPOINTMENTS:

1. Assessment Search Officer-Brenda Kleber
2. Board of Health Secretary-Brenda Kleber
3. Deputy Clerk-Shannon Drylie
4. Deputy Tax Collector-Brenda Kleber
5. Tax Search Officer-Donna Clouse
6. List of Certified Owners-David Gill

7. Zoning Officer-George Boesze
8. Coordinator to Aging-Jean Verberke
9. Member to Solid Waste Advisory Commission-James Banta
10. Clean Communities Coordinator-Debra Natyzak-Osadca
11. Recycling Coordinator-Alan DeCarolis
12. Technical Assistant to Construction Officer-Shannon Drylie
13. Dog Licensing Official-Brenda Kleber
14. Municipal Alliance Coordinator-Dorothy Marra
15. 9-1-1 Coordinator-Charles Muller

PLANNING BOARD MEMBERS APPOINTMENTS:

1. Frank Desiderio as Mayor's designee-1 year term to expire Dec. 2008
2. Alan DeCarolis as Class III-1 year term to expire December 2008
3. Richard Kleber as Class IV -4 year term to expire December 2011
4. Robert Young as Class IV -4 year term to expire December 2011
5. Donna Eitner as Class IV -4 year term to expire December 2011
6. Lisa Pachnos as Alternate #1-2 year term to expire December 2009
7. John Ponczek as Alternate #2-2 year term to expire December 2009

Motion was made by Desiderio, seconded by Durling to accept the above appointments. All in favor.

BOARD OF ADJUSTMENT MEMBERS APPOINTMENTS:

1. Shannon Drylie as Alternate #1-2 year term to expire December 2009
2. Chip Greene as Alternate #2-2 year term to expire December 2009

Motion was made by Durling, seconded by Desiderio to accept the above appointments. All in favor.

RECREATION COMMITTEE APPOINTMENTS:

1. Chip Greene-5 year term to expire December 2012
2. Charles Marra-5 year term to expire December 2012
3. David Boynton-1 year term to expire December 2008
4. Thomas Charles as ex officio- term to expire December 2008

Motion was made by DeCarolis, seconded by Desiderio to accept the above appointments. All in favor.

ENVIRONMENTAL COMMISSION APPOINTMENTS:

1. Richard Dericks-1 year term to expire December 2008
2. Robin Randolph as Planning Board member-1 year term to expire December 2008
3. Maureen Cullen as Open Space member-1 year term to expire December 2008.
4. William Crone, Jr.-1 year term to expire December 2008
5. Russell Walters as Board of Adjustment member-1 year term to expire December 2008
6. Sister Miriam MacGillis-1 year term to expire December 2008
7. Shelly Scoleri-1 year term to expire December 2008
8. Alan DeCarolis as Liaison-1 year term to expire December 2008

Motion was made by DeCarolis, seconded by Desiderio to accept the above appointments. All in favor.

LOCAL ASSISTANCE BOARD:

1. Thomas Charles as Mayor's designee-1 year term to expire December 2008

FARMLAND PRESERVATION COMMITTEE APPOINTMENTS:

1. Charles Schaffer-1 year term to expire December 2008
2. Richard Dericks-1 year term to expire December 2008
3. Richard Rogers-1 year term to expire December 2008
4. Robert Young as Planning Board member-1 year term to expire December 2008
5. Daniel Carson-1 year term to expire December 2008
6. James Banta-1 year term to expire December 2008
7. Brenda Kleber as Municipal Clerk-1 year term to expire Dec. 2008
8. Alan DeCarolis as Township Committee member-1 year term to expire December, 2008

Motion was made by Durling, seconded by Desiderio to accept the above appointments. All in favor.

OPEN SPACE COMMITTEE APPOINTMENTS:

1. Robin Randolph-as Planning Board member-1 year term to expire December, 2008
2. Thomas Finn-1 year term to expire December, 2008
3. Maureen Cullen as Environmental Commission member-1 year term to expire December 2008
4. Nancy Nicholoff-1 year term to expire December 2008
5. Cliff Kimball as Recreation Committee member-1 year term to expire December 2008
6. Leigh Kramer-1 year term to expire December 2008
7. Alan DeCarolis as Township Committee liaison- 1year term to expire December, 2008

Motion was made by Durling, seconded by Desiderio to accept the above appointments. All in favor.

MUNICIPAL ALLIANCE COMMITTEE APPOINTMENTS:

1. Joni Collins-1 year term to expire December 2008
2. Joseph Devenny-1 year term to expire December 2008
3. Dorothy Marra-1 year term to expire December 2008
4. Debra Natyzak-1 year term to expire December 2008
5. John Ponczek-1 year term to expire December 2008
6. Laraine Reedy-1 year term to expire December 2008
7. Ronnie Schwartz-1 year term to expire December 2008
8. Lea Jungkind-1 year term to expire December 2008
9. Dr. Klett-1 year term to expire December 2008

Motion was made by Natyzak-Osadca, seconded by Durling to accept the above appointments. All in favor.

EMERGENCY MANAGEMENT COORDINATOR APPOINTMENTS:

1. James Drylie-3 year term to expire December 2010
2. Debra Natyzak-Osadca- Co-coordinator-1 year term to expire December 2008

RESOLUTIONS:

#2008-01

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, everybody 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 Route 661, Johnsonburg, New Jersey as follows:

REGULAR MEETING DATES FOR 2008

January 16, 2008	July 16, 2008
February 20, 2008	August 20, 2008
March 19, 2008	September 17, 2008
April 16, 2008	October 15, 2008
May 21, 2008	November 19, 2008
June 18, 2008	December 17, 2008

BE IT FURTHER RESOLVED, that the following days during the calendar year of 2008 are hereby designated as the Workshop Meetings of the Mayor and Committee of the Township of Frelinghuysen on an as needed basis:

January 10, 2008	July 10, 2008
February 14, 2008	August 14, 2008
March 13, 2008	September 11, 2008
April 10, 2008	October 09, 2008
May 08, 2008	November 13, 2008
June 12, 2008	December 11, 2008

All workshop meetings will begin at 12:00 noon at 210 Route 661, Johnsonburg, New Jersey unless otherwise specified. Workshop meetings may be subject to cancellation. Formal action may be taken at workshop meetings. Executive sessions may be called by the governing body at the meetings.

Motion was made by Charles, seconded by Desiderio to adopt said resolution. Roll call vote: DeCarolis=yes, Desiderio=yes, Durling=yes, Natyzak-Osadca=yes, Charles=yes.

#2008-02

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:

That all Township officials be present at each meeting on a quarterly basis.

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

Interest on current and delinquent taxes shall be 8% on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and 6% in excess of \$10,000.00 for who fails to pay delinquent taxes prior to the end of the calendar year.

The Tax Collector, Township Clerk, Building Inspector, Zoning Officer, Animal Licensing Official shall turn over monies collected and in hand at the end of the month to the Clerk to be recorded in the minutes.

The North Warren branch of the Lakeland Bank is depository for monies collected by the Tax Collector, Chief Finance Officer, Zoning Officer, Animal Licensing Official, Building Inspector, Small Cities and Township Clerk.

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

The Star Gazette and New Jersey Herald are the official newspapers for the publication of all legal items.

The Tax Collector is authorized to issue tax search requests.

The Township Clerk is authorized to issue certificates as to liability for assessments for municipal purposes or improvements.

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

Motion was made by Desiderio, seconded by Durling to adopt said resolution. Roll call vote: DeCarolis=yes, Desiderio=yes, Durling=yes, Natyzak-Osadca=yes, Charles=yes.

#2008-03:

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 2008 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 2008; and

WHEREAS, one-fourth of the total appropriations in the 2007 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements fund and public assistance in said 2007 budget in the sum of \$222,760.00.

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 Durling, seconded by Desiderio to adopt said resolution. Roll call vote: DeCarolis-yes, Desiderio-yes, Durling-yes, Natyzak-Osadca-yes, Charles-yes.

#2008-04:

WHEREAS, the Mayor and Township Committee of the Township of Frelinghuysen require the services of a Municipal Engineer, Bond Counsel, Auditors and Preservation; and

WHEREAS, funds will be available in the 2008 budget to pay for the aforesaid services;

NOW, THEREFORE BE IT RESOLVED, that:

1. The appointment of the following for the term indicated is hereby approved:
 - a. Municipal Engineer-Paul Sterbenz of Maser Consulting-1 year term
 - b. Bond Counsel-Wilentiz, Goldman & Spitzer-1 year term
 - c. Municipal Auditors-Ardito & Co.-1 year term
2. The services of the above mentioned appointees were engaged without competitive bidding as "professional services", as defined in the local public contracts law, because such services are performed by person authorized by law to practice a recognized profession, regulated by law, and it is not possible to obtain competitive bids.
3. A copy of this resolution shall be published as required by law within ten (10) days its passage.

Motion was made by Durling, seconded by Desiderio to adopt said resolution. Roll call vote: DeCarolis-yes, Desiderio-yes, Durling-yes, Natyzak-Osadca-yes, Charles-yes.

#2008-05:

WHEREAS, Ordinance #2007-15 amending and supplementing Chapter 500, section 507, titled "non conforming lots, structures and uses" to provide for the reconstruction of non-conforming commercial and residential structures was introduced at a meeting of September 17, 2007; and

WHEREAS, Ordinance #2007-15 was not adopted at either the October, November or December meetings; and

WHEREAS, Ordinance #2007-15 was published as a second reading in error.

NOW, THEREFORE BE IT RESOLVED, that the Municipal Clerk is directed to publish notice that Ordinance #2007-15 was published in error and not adopted.

Motion was made by DeCarolis, seconded by Desiderio to adopt said resolution. Roll call vote: Natyzak-Osadca-yes, DeCarolis-yes, Desiderio-yes, Durling-yes, Charles-yes.

#2008-06:

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 Finance Officer 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 one year; and

WHEREAS, Ardito & Co., LLP has submitted a proposal dated December 17, 2007, indicating they will provide the auditor services for the anticipated fee of \$18,356; and

WHEREAS, Ardito & Co., LLP has completed and submitted a Business Entity Disclosure Certification which certified that Ardito & co., LLP has not made any reportable contributions to apolitical 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 as 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 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 Arditio and Co., LLP as described herein as auditors on and in behalf of the Township of Frelinghuysen for the year ending December 31, 2008.

BE IT FURTHER RESOLVED, that the Business Disclosure 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

Motion was made by Desiderio, seconded by DeCarolis to adopt said resolution. Roll call vote: Natyzak-Osadca-yes, DeCarolis-yes, Desiderio-yes, Durling-yes, Charles-yes.

2007-07:

WHEREAS, it is necessary to discuss items dealing with Personnel matters in private or executive session; and

WHEREAS, under the Open Public Meetings Act (number 4 of the permitted exceptions to the requirements that a public body hold its meetings in public) it is permissible that such matters be discussed in executive or private session.

NOW, THEREFORE BE IT RESOLVED, on this 1st day of January, 2008 that the Township Committee of the Township of Frelinghuysen will adjourn to private or executive session to discuss the above mentioned and results or portions of that discussion will be made known in a reasonable length of time.

Motion was made Natyzak-Osadca, seconded by DeCarolis to adopt said resolution. Roll call vote: Natyzak-Osadca-yes, DeCarolis-yes, Desiderio-yes, Durling-yes, Charles-yes.

NEW BUSINESS:

Committeeman Natyzak-Osadca noted that a 2008 proposal was not received from legal services. The Clerk will follow up.

The Maser Consulting 2008 agreement for engineering professional services was approved on motion made by Desiderio, seconded by DeCarolis. All in favor.

The year end report received from Morris Land Conservancy was reviewed by the Committee. It was decided to hold their agreement until the January 16th meeting.

OLD BUSINESS:

Mayor Charles reported that information received from the Highlands Board, Frelinghuysen Township is 100% in the planning area.

Committeeman Natyzak-Osadca asked for job descriptions for Supervisor of Roads, Buildings and Grounds Coordinator, Finance Coordinator, Personnel Coordinator and Recreation Committee.

DEPARTMENT REPORTS:

The 2007 Zoning Officers report was accepted on motion made by Desiderio, seconded by Durling. All in favor.

CORRESPONDENCE:

The following correspondence was given to the members:

1. NJLM Re: Orientation for Municipal Officials that are newly elected, re-elected or experienced.
2. NJLM Re: New Jersey Law Journal for municipal officials
3. Highlands Regional Master Plan Re: Workshop meeting on 1/15/08

EXECUTIVE SESSION:

Motion was made by Natyzak-Osadca, seconded by DeCarolis to enter into Executive Session with regard to personnel matters after a resolution was approved in the public portion of the meeting. All in favor. Motion was made by Natyzak-Osadca, seconded by Desiderio to return to public session. All in favor. Upon returning, the Attorney advised that the various board positions were discussed and the outcome will be known when the appointments are made.

ADJOURNMENT:

There being no further business, motion was made Desiderio, seconded by Durling to adjourn the meeting. All in favor.

Respectfully Submitted,

Brenda J. Kleber, RMC