

MINUTES OF REORGANIZATION MEETING OF JANUARY 2, 2007

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 Dec. 14, 2006.

The reorganization meeting of the Frelinghuysen Township Committee was held on Tuesday, January 2, 2007 at the Municipal Building, 210 Route 661, Johnsonburg, New Jersey and was called to order at 10:00 a.m. by the Municipal Clerk.

Those present were: Thomas Charles, David Boynton, Debra Natyzak-Osadca, Chief Finance Officer Gene Marie McCartney, Attorney's Christopher Hartmann and Richard Belin, Engineer's Paul Sterbenz and Paul Niehoff and Municipal Clerk Brenda Kleber.

Committeeman Debra Natyzak-Osadca was sworn in by the Clerk for a three year term.

The Clerk called for nominations for Mayor for the year 2007. Motion was made by Boynton, seconded by Natyzak-Osadca to nominate Thomas Charles. All in favor.

Nominations were called for Deputy Mayor for the year 2007. Motion was made by Charles, seconded by Natyzak-Osadca to nominate David Boynton. Roll call vote: Boynton-abstain, Natyzak-Osadca-yes, Charles-yes.

COMMITTEE APPOINTMENTS:

1. Supervisor of Roads- Charles
2. Assistant Road Supervisor-Frank Desiderio, Jr.
3. Buildings & Grounds-Boynton
4. Finance Commission (includes Tax Collector and Tax Assessor)-Natyzak-Osadca
5. Recreation Commission Liaison-Boynton
6. Insurance Liaison-Boynton
7. Board of Health Members: Charles, Boynton, Natyzak-Osadca
8. Planning Board Member Class III-Boynton
9. Personnel Committee-Charles
10. Safety Committee (includes Police Liaison)-Natyzak-Osadca
11. Board of Education Liaison-Boynton
12. Freeholder Liaison-Charles
13. Municipal Utilities-Charles

Motion was made by Boynton, seconded by Natyzak-Osadca to accept the above appointments conditional upon a job description being completed.

OTHER APPOINTMENTS:

1. Assessment Search Officer-Brenda Kleber
2. Board of Health Secretary-Brenda Kleber
3. Temporary part time aide-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. Member to Solid Waste Advisory Commission-James Banta
9. Coordinator to Aging-Jean Verberke
10. Clean Communities Coordinator-Debra Natyzak-Osadca
11. Recycling Coordinator-Debra Natyzak-Osadca
12. Animal Control Officer-Alan DeCarolis
13. Technical Assistant to Construction Officer-Shannon Drylie
14. Environmental Commission Secretary- position to be filled
15. Farmland Preservation Committee Secretary-position to be filled
16. Open Space Secretary-position to be filled
17. Dog Licensing Official-Brenda Kleber
18. Municipal Alliance Coordinator-Dorothy Marra
19. Chief Finance Officer-Gene Marie McCartney

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

PLANNING BOARD MEMBERS APPOINTMENTS:

1. Alan DeCarolis-4 year term
2. Lisa Pachnos (alternate)-1 year term
3. Frank Desiderio-1 year term
4. David Boynton-1 year term

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointments. All in favor.

BOARD OF ADJUSTMENT APPOINTMENTS:

1. Max Klein-4 year term
2. Christopher Stracco-4 year term
3. Russell Walters-4 year term
4. Donald Soisson-4 year term
5. Dale Durling-4 year term
6. John Ponczek (alternate #1)-2 year term
7. Howard Jungkind (alternate #2)-2 year term*

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointment pending each new appointee file an application as stated by our township policy for serving on Boards and Committee's for the township. All in favor (Note: Asterisk denotes an application is needed).

LOCAL ASSISTANCE BOARD APPOINTMENTS:

1. Thomas Charles-1 year term
2. Nancy Placko-2 year term

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointments. All in favor.

FARMLAND PRESERVATION COMMITTEE APPOINTMENTS:

1. Debra Natyzak-Osadca-1 year term
2. Richard Dericks-1 year term
3. Richard Murphy-1 year term*
4. Daniel Carson-2 year term*
5. Charles Schaffer-3 year term
6. Robert Young-1 year term as Planning Board Liaison
7. James Banta-1 year term
8. Brenda Kleber-1 year term

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointment pending each new appointee file an application as stated by our township policy for serving on Boards and Committee's for the township. All in favor. (Note: Asterisk denotes an application is needed).

OPEN SPACE COMMITTEE APPOINTMENTS:

1. Robin Randolph-1 year term as Planning Board member
2. Thomas Charles-1 year term as member of Township Committee
3. Thomas Finn-3 year term as citizen of the Township
4. Charles Marra-1 year term as Recreation Member
5. Ellen Karlsson-2 year term as citizen of the Township*
6. Nancy Nicholoff-1 year term as citizen of the Township*
6. Maureen Cullen-1 year term as Environmental Commission member

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointments pending each new appointee file an application as stated by our township policy for serving on Boards and Committee's for the township. All in favor. (Note: Asterisk denotes an application is needed).

MUNICIPAL ALLIANCE COMMITTEE APPOINTMENTS:

1. Dorothy Marra-1 year term
2. Debra Coffman-1 year term*
3. Joni Collins-1 year term
4. Patricia Corvino-1 year term

5. Joseph Devenney-1 year term
6. Debra Natyzak-1 year term
7. John Ponczek-1 year term
8. Laraine Reedy-1 year term*
9. Veronica Schwartz-1 year term
10. Dr. Klett-1 year term

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointments pending each new appointee file an application as stated by our township policy for serving on Boards and Committee's for the Township. All in favor. (Note: Asterisk denotes an application is needed).

ENVIRONMENTAL COMMISSION APPOINTMENTS:

1. Lauren Pettorossi-1 year term as alternate #1*
2. William Crone, Jr.-1 year term*
3. Maureen Cullen-1 year term
4. Alan DeCarolis-1 year term
5. Ray DeLoreta-1 year term*
6. Richard Dericks-1 year term
7. Benita Radabaugh-1 year term
8. Shelley Scoleri-1 year term
9. Richard Smith-1 year term as alternate #2*

Motion was made by Boynton, seconded by Natyzak-Osadca to confirm the Mayor's appointments pending each new appointee file an application as stated by our township policy for serving on Boards and Committee's for the Township. All in favor. The Mayor appointed Shelley Scoleri as Chairman of the Commission. (Note: Ms. Scoleri declined the position, therefore, the Mayor appointed Richard Dericks as Chairman).

RESOLUTIONS:

#2007-01:

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

REGULAR MEETING DATES FOR 2007

January 17, 2007	July 18, 2007
February 21, 2007	August 15, 2007
March 21, 2007	September 19, 2007
April 18, 2007	October 17, 2007
May 16, 2007	November 21, 2007
June 20, 2007	December 19, 2007

BE IT FURTHER RESOLVED, that the following days during the calendar year of 2007 are hereby designated as the Workshop Meetings of the Mayor and Committee of the Township of Frelinghuysen on an as needed basis:

January 11, 2007	July 12, 2007
February 15, 2007	August 09, 2007
March 15, 2007	September 13, 2007
April 12, 2007	October 11, 2007
May 10, 2007	November 15, 2007
June 14, 2007	December 13, 2007

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 Boynton, seconded by Natyzak-Osadca to approve said resolution. Roll call vote: Natyzak-Osadca-yes, Boynton-yes, Charles-yes.

#2007-02:

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 2007 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 2007; 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 2006 budget in the sum of \$207,100.00

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.

COPY OF TEMPORARY BUDGET ATTACHED

Motion was made by Boynton, seconded by Natyzak-Osadca to approve said resolution. Roll call vote: Natyzak-Osadca-yes, Boynton-yes, Charles-yes.

#2007-03

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:

1. That all Township officials be present at each meeting on a quarterly basis.
2. 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.
3. 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.
4. 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.
5. The North Warren branch of the Lakeland Bank be depository for monies collected by the Tax Collector, Chief Finance Officer, Zoning Officer, Animal Licensing Official, Building Inspector, Small Cities, and Township Clerk.
6. The Bank of America be depository for monies collected by the Chief Finance Officer for escrow accounts.
7. The Star Gazette and New Jersey Herald be official newspapers for the publication of all legal items.
8. The Tax Collector be authorized to issue tax search requests.
9. The Township Clerk be authorized to issue certificates as to liability for assessments for municipal purposes or improvements.
10. The Tax Assessor be authorized to issue certified list of property owners.

Motion was made by Boynton, seconded by Natyzak-Osadca to approve said resolution. Roll call vote: Natyzak-Osadca-yes, Boynton-yes, Charles-yes.

#2007-04:

WHEREAS, the Mayor and Township Committee of the Township of Frelinghuysen require the services of a Municipal Attorney, Municipal Engineer, Bond Counsel and Auditors; and WHEREAS, funds will be available in the 2007 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 Attorney-Edward Wacks of Wacks & Hartmann, LLC-1 year term
 - b. Municipal Engineer-Paul Sterbenz of Maser Consulting-1 year term
 - c. Bond Counsel-Wilentiz, Goldman & Spitzer-1 year term
 - d. 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 of its passage.

Motion was made by Boynton, seconded by Natyzak-Osadca to approve said resolution. Roll call vote: Natyzak-Osadca-yes, Boynton-yes, Charles-yes.

#2007-05:

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 \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Ardito & Co., LLP has submitted a proposal dated December 5, 2006, indicating they will provide the auditor services for the anticipated fee of \$17,650.00; 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 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 finance 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 2007; and

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 Boynton, seconded by Natyzak-Osadca to approve said resolution. Roll call vote: Natyzak-Osadca-yes, Boynton-yes, Charles-yes.

NEW BUSINESS:

The Professional services agreement with Maser Consulting for professional services for 2007 was approved on motion made by Boynton, seconded by Natyzak-Osadca. All in favor. There were several minor changes incorporated in the new agreement whereby the hourly rate was increased to \$130.00 per hour for Paul Sterbenz. The rate for Paul Niehoff will be at \$120.00 per hour. A retainer in the amount of \$750.00 was discussed.

The Morris Land Conservancy agreement will be on hold until a further date.

The Municipal Clerk asked the Committee if there would be a conflict if she joins the campaign for Warren County Acting Clerk Pat Kolb. Ms. Kolb is being considered to replace Clerk Terry Lee who retired in December 2006. After conferring with the attorney's, the Committee decided that there would be no conflict.

The Committee inquired as to whether the grant money allocated for the South Street flooding could be accepted ahead of time. The attorney will look into this.

OLD BUSINESS:

Committeeman Natyzak-Osadca asked the attorney's if their hours could be changed to include 10 hours a month at \$165.00 for legal matters. It was decided after discussion, to keep the hours at 7 hours at \$165.00 as quoted.

Job descriptions for the Supervisor of Roads, Assistant Road Supervisor, Buildings and Grounds Liaison, Finance Commissioner, Personnel Commissioner, Municipal Utilities Commissioner and Recycling Coordinator are to be prepared by the Mayor and Committee members.

ADJOURNMENT:

There being no further business, motion was made by Boynton, seconded by Natyzak-Osadca to adjourn the meeting. All in favor.

Respectfully Submitted,

Brenda J. Kleber, RMC