

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING  
MINUTES  
January 4, 2012**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website ([www.alexandria-nj.us](http://www.alexandria-nj.us)) as required by the Open Public Meetings Act. The meeting was called to order at 7:35 PM.

**ROLL CALL:** Committeeman Swift, Committeeman Abraham, Mayor Plumer and Attorney Butler were present.

**GUEST: Cindy Randazzo, Manager of the Dept. of Environmental Protection, Office of Local Government Assistance.**

Ms. Randazzo represents 566 municipalities and 21 counties. Rick Riley and Cindy made several field visits to the township to inspect the damage from the storm, which she described as a 500 year storm. First discussed was stream cleaning guidelines. A 500 foot length permit for the Municipality is \$500, but for residents, can be upwards as much as \$4,000. Currently, the DEP is looking into bundling permits for residents with the municipality permits to make it more cost effective for homeowners. DEP has issued 4 emergency permits for residents on Sweet Hollow Rd. She continued to answer questions from residents. Regionalizing the towns by stream is something they are considering. Pilot projects are on going and she urged all the residents to email her with any additional questions or suggestions.

**Committee Reports will be waived until all Committees have had their Re-organization meetings this month.**

**OLD BUSINESS:**

- Dump Truck estimated at \$162,000. The Township has \$135,000 in reserve from previous years. This will be verified with CFO Rees. DPW Foreman Glenn Griffith should put together an inventory of the trucks and what their issues are, etc. Further discussions to be held during budget work sessions.

**NEW BUSINESS:**

- **Ordinance 2012-01-012** New Stop Intersection – *first reading*

Comm. Swift made a motion, seconded by Comm. Abraham to approve Ordinance 2012-01-012 on first reading. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

- **Approval of Hunterdon Humane Contract & Shelter License**

Comm. Swift made a motion, seconded by Comm. Abraham to approve Hunterdon Humane Animal Control Contract and Shelter License for 2012. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

- **Resolution 2012-116** Appointing Township Attorney and Planner  
Comm. Abraham made a motion, seconded by Comm. Swift to approve Resolution 2012-116. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

**RESOLUTION 2012-116 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY APPOINTING ATTORNEY AND PLANNER FOR THE TOWNSHIP  
OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional planning and attorney services (“professionals”) during the period from January 1, 2012 to December 31, 2012; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose within the Township budget; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional engineering services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

**WHEREAS**, the Township solicited Requests for Proposals, interviewed candidates, and desires to award the contracts as follows:

1. Township Attorney: Valerie J. Kimson, Esq., of the firm Mason, Griffin & Pierson, PC
2. Professional Planner: David Banisch, of Banisch Associates Inc.

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

1. That the Township hereby appoints *Valerie J. Kimson, Esq.*, Mason, Griffin & Pierson, P.C. who is licensed as a Municipal Attorney in the State of New Jersey, as the Legal Counsel for the Township of Alexandria for the period January 1, 2012 through December 31, 2012.
2. That the Township hereby appoints *David Banisch*, Banisch Associates, Inc., who is licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria for the period January 1, 2012 through December 31, 2012.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professionals shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

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- **Resolution 2012-117** Appointing Interim Engineer  
Comm. Abraham made a motion, seconded by Comm. Swift to approve Resolution 2012-117. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

**RESOLUTION 2012-117 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY APPOINTING A PROFESSIONAL ENGINEER**

**WHEREAS**, the Township solicited Requests for Proposals for 2012 for Professional Engineering services and is reviewing same; and on an interim basis desires to award the contract to Ralph A. Runge, P.E., CME, Hatch Mott MacDonald on the same terms and conditions as set forth in his 2011 Professional Services Contract;

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional engineering services of a general nature in on an interim basis and the parties agree that the Township shall have the right to terminate this Interim appointment at any time with 30 days advance notice ; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for this purpose within the Township of Alexandria budget; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional engineering services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A:11-5; and

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria, Hunterdon County, New Jersey on this 4<sup>th</sup> day of January, 2012 as follows:

That the Township of Alexandria hereby appoints Ralph A. Runge, P.E., C.M.E., who is licensed as a professional engineer in the State of New Jersey , as the Interim Township Engineer commencing nunc pro tunc January 1, 2012 for an interim period of time within 2012; the end of which will be determined by the Township upon 30 days advance notice by the Township.

That this contract is awarded as a non-fair and open Professional Services contract under the provisions of the Local Public Contracts Law.

The Engineer shall supply the Board with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.

The Engineer shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Engineer has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

A copy of this Resolution shall be published in the official newspaper, as required by law within ten (10) days of its passage.

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- **Approval of Mason Griffin Pierson Contract**

Comm. Swift made a motion, seconded by Comm. Abraham to approve Township Attorney contract with Mason Griffin Pierson. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

- **Resolution 2012-118 –Appropriation Transfer**

Comm. Swift made a motion, seconded by Comm. Abraham to approve Resolution 2012-118. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

**RESOLUTION 2012-118 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO RECORD APPROPRIATION TRANSFERS**

**WHEREAS**, various 2011 bills have been presented for payment this year, which bills represent obligations of the fiscal year 2011 and were not covered by order number and/or recorded at the time of transfers between the 2011 Budget in the last two months of 2011; and

**WHEREAS**, N.J.S. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

**NOW, THEREFORE, BE IT RESOLVED** by the Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, (2/3 of the majority of the full membership concurring herein) that the transfers as listed in the resolution be made between the 2011 Budget Appropriation Reserves as follows:

	<u>FROM</u>	<u>TO</u>
Finance Admin. S&W	500.00	
Rev Admin S&W	4,000.00	
Rev Admin OE	1,000.00	
Recreation OE	5,000.00	
Finance Administration		
Other Expenses		500.00
Road Maintenance		
Other Expenses		5,000.00
Solid Waste Collections		
Other Expenses		5,000.00

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- **Library-** Discussion ensued as to the future of Holland/Alexandria Public Library partnership. Currently the contribution is costing Alexandria Township \$13,000 for appx. 56 members. This will be further discussed at budget work session.
- **Budget Work Session Schedule** – Saturday, January 21, 2012 at 10:00 AM was agreeable to everyone’s schedule. The Clerk will publish meeting notice per the Open Public Meeting Act. The CFO will prepare copies of last year’s budget with expenditures to date, as well as 2010 for comparison.
- IRS raised mileage reimbursement rate in July 2011 to 0.555, Alexandria is using 0.51 for a reimbursement rate. The CFO would like to correct any mileage reimbursements from July 1, 2011 – December 31, 2011 which were done at the wrong rate. Comm. Abraham made a motion, seconded by Comm. Swift to approve the adjustment. Roll call: Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.
- Uses for unused township land – Discussion ensued with regards to opportunities for revenue for the township, i.e., properties for leasing to solar companies. Park barn and municipal garage could sustain solar panels. Energy Efficient Grants available for municipal owned buildings. Deputy Clerk Michele will update an open space inventory using the inventory completed by Judy Tucker a couple of years ago for the Committee.

**ATTORNEY'S REPORT:** There was no information to report.

**ENGINEER'S REPORT:** Summary of the report was read aloud by Mayor Plumer.

**APPROVAL OF MINUTES:**

• Minutes for Dec. 14, 2011 Township Committee Meeting and Executive Session Comm. Swift made a motion, seconded by Mayor Plumer to approve the minutes for Dec. 14, 2011 with changes. **Roll call:** Comm. Swift, yes; Comm. Abraham, abstain; and Mayor Plumer, yes.

**MOTION TO PAY BILLS:**

Comm. Swift made a motion, seconded by Comm. Abraham to approve the bills, subject to inspection by the Committee. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

**ANNOUNCEMENTS / CORRESPONDENCE**

- **FREE Rabies Clinic** – January 28, Sat. Noon – 2:00 PM

**COMMENTS FROM THE FLOOR:** Judy Tucker asked for an update on the park barn roof. A discussion ensued. New roof will need to go thru a bid process with specifications prepared by the Township Engineer. Problem areas should be identified; plywood needs to be replaced, possibility of repairing in sections. This will be further discussed at budget work session.

**Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION:**

Comm. Swift made a motion, seconded by Comm. Abraham to move to closed session. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

**RESOLUTION Open Public Meetings Act - Executive Session**

**WHEREAS, N.J.S.A. 2:4-12,** Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

**WHEREAS,** this public body is of the opinion that such circumstances presently exist:

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

- \_\_\_\_\_ A confidential or excluded matter under Federal or State Law or Court Rule.
- \_\_\_\_\_ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
- \_\_\_\_\_ A matter constituting an unwarranted invasion of an individual's privacy rights.
- \_\_\_\_\_ Collective Bargaining Agreement or negotiation of the Agreement.
- \_\_\_\_\_ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

\_\_\_\_\_ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

\_\_\_\_\_ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.

  X   Matters falling within the attorney-client privilege.

  X   Personnel matters involving a specific employee or officer of the Township.

\_\_\_\_\_ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately .

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Comm. Abraham made a motion, seconded by Comm. Swift to return to Open Session.

**Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes.

#### **MOTION TO ADJOURN**

As there was no further business to discuss, Comm. Swift made a motion, seconded by Comm. Abraham to adjourn. **Roll call:** Comm. Swift, yes; Comm. Abraham, yes; and Mayor Plumer, yes. The meeting adjourned at 10:34 PM.

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Cathy Reese, RMC, Township Clerk