

Borough Clerk, Laurie Barton called the Reorganization Meeting of the Common Council of the Borough of Alpha to order at 12:00 Noon on Friday, January 1, 2016.

Mrs. Barton announced that adequate notice of the meeting was given to the Star Gazette and posted on the bulletin board in the Clerk's office satisfying the requirements of the Open Public Meeting Act:

#### NOTICE

Pursuant to the provisions of the Open Public Meetings Act, adequate notice of this meeting has been given. On December 9, 2015, the Municipal Clerk delivered to the Star Gazette and posted on the bulletin board in the Municipal Clerk's office a notice containing the date, time, and place of this meeting of the Borough Council. Also said notice has been mailed to persons requesting the same.

Borough Clerk, Laurie Barton led prayer and the salute to the flag.

#### *Oaths of Office*

Attorney Christopher Troxell administered the oaths of office for incoming Mayor and Councilpersons: Mayor Craig S. Dunwell, Councilman Jack Preiss and Councilwoman Kathleen Ronan.

#### *Roll call*

Mayor Dunwell, Councilwoman Grossman, Councilman Pettinelli, Councilman Preiss, Councilwoman Ronan and Councilman Seiss.

#### *Appointment of Mayors Standing Departments*

Discussions of the Mayors appointments were discussed after an incorrect motion was made by Councilman Seiss. Motion made by Councilman Schwar to approve the Mayors' standing departments, motion seconded by Councilwoman Grossman, all were in favor with the exception of Councilman Seiss voting no.

**Director of Administration:** Councilman Pettinelli

*Deputy:* Councilwoman Grossman

**Director of Finance:** Councilman Schwar

*Deputy:* Councilman Pettinelli

**Director of Health & Welfare:** Councilwoman Ronan

*Deputy:* Councilman Seiss

**Director of Public Property:** Councilwoman Grossman

*Deputy:* Councilman Preiss

**Director of Public Safety:** Councilman Seiss

*Deputy:* Councilwoman Ronan

**Director of Public Works:** Councilman Preiss

*Deputy:* Councilman Schwar

*Appointments*

Motion made by Councilman Schwar to approve the appointment of Tracy Grossman as the Clean Communities Coordinator, motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

Motion made by Councilman Schwar to approve the appointment of Remington & Vernick as the Certified Public Works Manager. Motion seconded by Councilwoman Grossman, Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

*Election of Council Representative to the Land Use Board*

Nominations to the Land Use Board were as follows: nomination made by Councilman Schwar and seconded by Councilwoman Grossman for Councilman Seiss to be the representative to the Land Use Board. Roll call to approve, Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

*Election of Council President*

Motion made by Councilman Schwar to nominate Councilwoman Grossman as Council President, hearing no other nominations, Councilwoman Ronan seconded the motion. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

*Ordinance*

Motion made by Councilwoman Grossman to approve and hold a public hearing for January 25<sup>th</sup> for Ordinance 2016-1. Motion seconded by Councilman Schwar, Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**ORDINANCE 2016-01  
AN ORDINANCE SETTING THE 2016 SALARY RANGES  
FOR ALL OF THE EMPLOYEES OF THE BOROUGH OF ALPHA.**

Section I

**BE IT ORDAINED** by the Mayor and Council of the Borough of Alpha, County of Warren, State of New Jersey that the annual salaries of the officers and employees of the Borough of Alpha, County of Warren, and State of New Jersey named herein:

Administrative Clerk	\$12.00 - \$20.00/hr
Air Quality	\$1.00-\$2000
Animal Control Officer	\$4,000 - \$7,500
Building Service Worker	\$13.00 – \$18.50/hr
Chief Financial Officer	\$35,000 - \$60,000
Clean Communities Coord.	\$1.00-\$500
Clean Community Worker	\$8 - \$16/hour
Clerk/Typist P/T	\$10.00 – \$18.00/hr
Construction Official	\$15,000 - \$24,000
Code Enforcement Officer	\$2,000 - \$6,000
Court Attendant	\$50 - \$150/per session
Court Clerk	\$10.00 -\$16.00/hr
Court Clerk Call Out	\$20.00 - \$50.00 per call
Court Security	\$50.00 - \$200.00 per session

Council member	\$1,500 -\$3,000
Deputy Borough Clerk	\$13.00 – \$18.50/hr
Emergency Mgmt Coordinator	\$1,500 -\$3,000
Emergency Mgmt Deputy	\$250 – \$1,000
Emergency Equipment Operator	\$12.00-\$30.00/hr
File Clerk	\$8.50-\$12.00/hr
Fire Inspector	\$500 – \$1,500
Housing Liaison	\$1,000-2,500
Insurance Fund Commissioner	\$1 - \$500
Land Use Board Secretary	\$5,000-\$16,000
Mayor	\$1,500 - \$3,500
Supervising Library Assistant	\$35,000 - \$50,000
Library Page	\$10 - \$15/ hour
Municipal Court Administrator	\$1 – \$15,000
Municipal Judge	\$1 – \$10,000
Municipal Prosecutor	\$1 –\$ 5,000
Laborer I	\$49,781.00-\$53,884.57
Laborer II	\$45,197.00-\$48,922.69
Laborer III	\$42,189.00-\$45,666.74
Laborer IV	\$40,181.00-\$43,493.22
Park Attendant I	\$9.00-\$15.00/hr
Park Attendant II	\$10 - \$15/hour
Plumbing Sub-Code Off/Inspector	\$1,000 - \$5,000
Public Defender	\$100 – \$150 per use
Public Works Repairer I	\$59,718.00-\$64,640.10
Public Works Repairer II	\$54,657.00-\$59,162.10
Public Works Repairer III	\$52,473.00-\$56,798.47
Public Works Repairer IV	\$49,576.00-\$53,662.66
PW Superintendent/Lic Water Operator	\$7,500 – \$25,000
Pumping Station Operator	\$10.00-\$16.00/hr
Pumping Stat. Operator Retainer	\$200 - \$300 per qtr
Recycling Coordinator	\$2,000-\$8,000
Registered Municipal Clerk	\$60,000-\$75,000
School Crossing Guard	\$20 - \$30/day
Senior Public Works Repairer	\$79,363.00-\$85,905.08\$
Sewer C-2 Operator	\$8,000-\$16,000
Tax Assessor	\$15,000 – \$20,000
Tax Collector	\$17,500 – \$25,000
Tax Search Officer	\$500 – \$1,000
Utility Collector	\$1,000 – \$21,000
Water Meter Repairer	\$9 - \$25/hour
Zoning Officer	\$2,000 – \$6,000
mileage allowance personal car	.30 -.65/mile

Section II

Longevity: \$500-\$2,500.00 per contract

Section III

Any ordinance or sections of the ordinance of the Borough of Alpha, New Jersey inconsistent herein shall be and the same hereby repealed.

Section IV

This ordinance shall become effective retro to January 1, 2016

*Resolutions*

Motion made by Councilwoman Grossman to approve Resolution 2016-1, motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-01  
RESOLUTION BY THE MAYOR AND COUNCIL OF THE BOROUGH OF ALPHA, WARREN  
COUNTY, STATE OF NEW JERSEY, IN REGARD TO REGULAR MEETINGS**

**WHEREAS**, Section 13 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 shall post and mail to newspapers designated by said body the Regular Meeting dates during the succeeding year.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Alpha, County of Warren, State of New Jersey that Regular Meetings of the Alpha Borough Council shall be held at 7:00 pm prevailing time, as indicated below for the year 2016, meetings shall be duly advertised according to Section 13 of the Open Public Meetings Act, Chapter 231. The dates of said meetings are as follows:

January 1 (Re-Org), 11, 25 (Mondays)	July 12, 26
February 8, 22 (Mondays)	August 9, 23
March 8, 22	September 13, 27
April 12, 26	October 11, 25
May 10, 24	November 7(Monday) 22
June 14, 28	December 13, 28 (Wednesday)

**BE IT FURTHER RESOLVED**, that all meetings shall be held at the Borough Municipal Building, 1001 East Boulevard, Alpha, NJ 08865 and are open to the public.

**BE IT FURTHER RESOLVED**, that the Star Gazette and/or the Express Times and/or the Newark Star Ledger be designated as the official newspapers and should be authorized for all legal publications and notices required for publication according to law.

**BE IT FURTHER RESOLVED** that the format for regular meetings of Council be as follows:

Regular Meeting Agenda

Call to Order  
Prayer & Salute to the Flag  
Roll Call  
Public Comment  
Ordinances  
Resolutions  
Approval of Minutes  
Department Reports  
Committee Reports  
Professionals & Officials Reports  
Public Comment  
Payment of Bills & Claims  
Old Business  
New Business  
Executive Session (*As Needed*)  
Adjournment

Motion made by Councilman Schwar to approve Resolution 2016-2, motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-02  
BANK DEPOSITORIES**

**BE IT RESOLVED**, by the Mayor and members of Common Council of the Borough of Alpha, New Jersey, that pursuant to the statutes in such cases made and provided for, that PNC Bank, Alpha, New Jersey is hereby designated as the primary depository for the current funds, water utility funds, capital funds, and various other funds of the Borough of Alpha, and the Borough of Alpha payroll account.

**BE IT FURTHER RESOLVED** that Bank of America, TD Bank, Provident Bank and State of New Jersey Cash Management Fund will be utilized as necessary. The CFO, Tax Collector, Construction Official, Court Administrator and Municipal Clerk are hereby authorized and directed to deposit all funds for the above listed accounts in the aforesaid depositories for the Borough of Alpha.

Motion made by Councilwoman Grossman to approve Resolution 2016-3, motion seconded by Councilman Schwar. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-03  
BILL PAYING POLICY**

**WHEREAS**, all bills must be rendered before the meeting of the Common Council of the Borough of Alpha; and

**WHEREAS**, bills must be itemized fully and signed claimant's certification be presented.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and members of the Common Council of the Borough of Alpha, that all bills submitted and approved by the Common Council be paid on the following day after approval, unless otherwise deemed appropriate and necessary by the members of the Common Council.

Motion made by Councilwoman Grossman to approve Resolution 2016-4, motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-04  
RESOLUTION OF THE BOROUGH OF ALPHA, COUNTY OF WARREN, STATE OF NEW JERSEY  
FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OR ASSESSMENTS.**

**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Common Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year.

2. Effective January 1, 2016, there will be a ten (10) day grace period of quarterly tax payments made by cash, check, credit card or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. A certified copy of this resolution shall be provided by the Borough Clerk to the Tax Collector and Borough Auditor.

Motion made by Councilwoman Grossman to approve Resolution 2016-5, motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-05  
TAX REFUND PROCEDURES UNDER \$5.00**

**WHEREAS**, the State of New Jersey allows a municipal employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

**WHEREAS**, the municipal employee allowed to process the cancellation shall be the Tax Collector; and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Common Council of the Borough of Alpha hereby authorize the Tax Collector of the Borough of Alpha to process cancellations of any property tax refund or delinquency of less than \$5.00.

Motion made by Councilman Schwar to approve Resolution 2016-6, motion seconded by Councilman Seiss. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-06  
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR  
BOROUGH ATTORNEY**

**WHEREAS**, the Borough of Alpha, through its common Council, has a need to acquire the goods or services to be provided hereunder as a non-fair and open contract pursuant to the provisions of *N.J.S.A.* 19:44A-20.4 or 20.5, as applicable; and

**WHEREAS**, the Borough Clerk 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(s); and

**WHEREAS**, Christopher Troxell, Esq., has submitted a proposal or request indicating he will provide the services of Borough Attorney as agreed to under separate contract for \$45,000.00 plus additional compensation for additional specified work; and

**WHEREAS**, Christopher Troxell, Esq., has completed and submitted a Business Entity Disclosure Certification which certifies that he, a sole proprietor, has not made any reportable contributions to a political or candidate committee in the Borough of Alpha in the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Borough CFO has certified that there are sufficient and available funds, as required under the law, specifically *N.J.A.C.* 5:30-5.4.

**NOW THEREFORE, BE IT RESOLVED** that the Council of the Borough of Alpha hereby authorizes the Mayor to enter into a contract with Christopher Troxell, Esq., as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that the Clerk shall publish such notice as required under the law. This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, as provided in *N.J.S.A.* 40A:11-5 because said office requires services performed by person or persons qualified to practice recognized professions, and it is not possible to obtain competitive bids, and according to other applicable statutes.

Motion made by Councilman Schwar to approve Resolution 2016-7, motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-07  
RESOLUTION FOR 2015/2016 TAX APPEALS**

**BE IT RESOLVED**, the Mayor and Council so authorize the Municipal Attorney of the Borough of Alpha to file Municipal Appeals and enter into stipulations on behalf of the Borough of Alpha.

Motion made by Councilman Schwar to approve Resolution 2016-8, motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-08  
BOND COUNSEL**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Alpha, County of Warren, State of New Jersey as follows:

1. Gibbons, P.C. is hereby retained as Municipal Bond Counsel of the Borough of Alpha for the year 2016.
2. This retainer is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by NJSA 40A:11-5 because it requires service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids.
3. A copy of this resolution shall be published in the Star Gazette, Hackettstown, New Jersey as required by law within 10 days of passage.

Motion made by Councilman Schwar to approve Resolution 2016-9, motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-09  
DESIGNATION OF A PUBLIC AGENCY COMPLIANCE OFFICER  
FOR THE BOROUGH OF ALPHA**

**WHEREAS**, the State Department of Treasury Division of Contract Compliance and Equal Employment Opportunity in Public Contracts requires a Public Agency Compliance Officer; and

**WHEREAS**, the P.A.C.O. is the liaison between the Division and the Public agency (Alpha) and is the Public Agency point of contact for all matters concerning implementation and administration of the Statute; N.J.A.C 17:27-3.2; and

**WHEREAS**, the P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the public Agency (Alpha Borough) and the service providers. The service providers shall include but shall not be limited to goods and services vendor, professional service vendors and construction contractors; and

**BE IT FURTHER RESOLVED**, the P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and its regulations.

**NOW THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Alpha hereby designates Laurie A. Barton, Municipal Clerk, as the P.A.C.O beginning January 1, 2016 and ending December 31, 2016.

Motion made by Councilman Seiss to approve Resolution 2016-10 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016-10  
RECYCLING COORDINATOR**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. Thomas Fey is hereby retained as Recycling Coordinator of the Borough of Alpha, at a salary as reflected in the salary resolution for the year 2016.

2. This retainer is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by N.J.S.A. 40A:11-5 because it requires service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids.

3. A copy of this resolution shall be published in the Star Gazette and/or Express Times Newspaper as required by law within 10 days of passage.

Motion made by Councilman Seiss to approve Resolution 2016-11 motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016-11  
CODE ENFORCEMENT OFFICER**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

Hire Thomas Fey as Code Enforcement Officer for a one year appointment in accordance to the current year salary resolution to commence on January 1, 2016 through December 31, 2016.

Motion made by Councilman Schwarz to approve Resolution 2016-12 motion seconded by Councilman Seiss. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016 -12  
RESOLUTION TO AUTHORIZE THE BOROUGH CFO  
TO PAY CERTAIN BILLS, CLAIMS AND INVOICES**



**WHEREAS**, all bills, claims, and invoices for payment by the Borough of Alpha must be submitted to the Borough of Alpha Council for consideration before payment is made; and

**WHEREAS**, due to the nature of certain bills, claims, and invoices and the timing of particular meetings of the Council, certain bills, claims and invoices should be paid when presented which are statutory and /or regular in nature, rather than be held for the next meeting of the Borough Council due to the nature of such;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. Council approves of and hereby authorizes upon the approval from the Director of Finance, that the Chief Financial Officer (CFO) of the Borough of Alpha, to make payment(s) between meetings of all bills, claims and invoices in an amount of \$1,000.00 or less.

2. The CFO is further authorized and directed to prepare the proper vouchers for payment of the above when same are properly presented to the CFO for payment, and present the bill, claim, or invoice on the Bill List to be approved by the Borough Council at the next public meeting.

3. A certified copy of this resolution shall be forwarded to the Borough CFO.

Motion made by Councilwoman Grossman to approve Resolution 2016-13 motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016-13**  
**RESOLUTION OF THE BOROUGH OF ALPHA, COUNTY OF WARREN, STATE OF NEW JERSEY**  
**FIXING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT UTILITY CONSUMER**  
**ACCOUNTS.**

**WHEREAS**, NJSA 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

**WHEREAS**, NJSA 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the delinquency prior to the end of the calendar year;

**WHEREAS**, the Mayor and Common Council of the Borough of Alpha would like to apply and follow tax collection interest regulations with utility collection as well:

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Common Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. The Utility Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of utility fees becoming delinquent after due date and 18% per annum on any amount of utility fees in excess of \$1,500.00 and allows an additional penalty of 6% to be collected against delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year.

2. Effective January 1, 2016, there will be a fifteen (15) day grace period of quarterly utility payments made by cash, check, credit card or money order.

3. Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.

4. A certified copy of this resolution shall be provided by the Borough Clerk to the Utility Collector and Borough Auditor.

Motion made by Councilman Seiss to approve Resolution 2016-14 motion seconded by Councilman Pettinelli. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016-14  
AUDITOR**

**WHEREAS**, the Borough of Alpha has a need to acquire an Auditor as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5 as appropriate*; and,

**WHEREAS**, the CFO 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 1 year(s) and may be extended 1 time(s) as approved by this governing body; and

**WHEREAS**, Suplee, Clooney & Company has submitted a proposal indicating they will provide the Borough of Alpha professional accounting and auditing services for an amount not to exceed \$19,900.00 and

**WHEREAS**, Suplee, Clooney & Company has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney & Company has not made any reportable contributions to a political or candidate committee in the Borough of Alpha in the previous one year, and that the contract will prohibit Suplee, Clooney & Company from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Borough CFO has determined that adequate funding will be provided for in the temporary and final 2016 municipal budget, as required under the law, as per *N.J.A.C. 5:30-5.4*; and

**NOW THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Alpha authorizes the Mayor and Borough Clerk to enter into a contract with Suplee, Clooney & Company as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

**BE IT FURTHER RESOLVED** that this resolution be advertised as required by law in the official newspaper of the Borough of Alpha within 10 days of passage.

Motion made by Councilman Pettinelli to approve Resolution 2016-15 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-15  
APPOINTING PUBLIC ALLIANCE INSURANCE  
COVERAGE FUND COMMISSIONER**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Alpha, County of Warren, State of New Jersey, that it hereby appoints Michael Schwar as Fund Commissioner and Laurie A. Barton as Alternate Fund Commissioner to the Public Alliance Insurance Coverage Fund; and

**BE IT FURTHER RESOLVED** that copies of this Resolution be forwarded to the Following:

1. Michael Schwar Fund Commissioner
2. Laurie A. Barton , Borough Clerk
3. Public Alliance Insurance Coverage Fund

Motion made by Councilman Schwar to approve Resolution 2016-16 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-16  
RISK MANAGEMENT CONSULTANT**

**WHEREAS**, the Borough of Alpha has resolved to join Public Alliance Insurance Coverage Fund (PAIC) following a detailed analysis; and

**WHEREAS**, the Bylaws of PAIC require that each entity designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

**WHEREAS**, the Bylaws indicate that PAIC shall pay each Risk Management Consultant a fee to be established annually by the Executive Committee.

**NOW THEREFORE, BE IT RESOLVED**, that the Borough of Alpha does hereby appoint Public Entity Advocates, LLC as its Risk Management Consultant in accordance with the Fund's Bylaws.

*Resolution 2016-17-Tabled*

Motion made by Councilman Schwar to approve Resolution 2016-18 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-18  
2016 TEMPORARY BUDGET FOR THE CURRENT FUND**

**WHEREAS**, NJSA 40A:4-19 provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2016 budget, temporary appropriations should be made for purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of January 2016; and

**WHEREAS**, the total appropriations in the 2015 Current Operating Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$2,349,940; and

**WHEREAS**, 26.25 % of the total appropriations in the 2015 Current Operating Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2015 budget is the sum of \$616,859;

**NOW, THEREFORE, BE IT RESOLVED**, that the following Current Fund Operating appropriations attached be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

Appropriations limited to 26.25%	\$616,859.00
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Motion made by Councilman Seiss to approve Resolution 2016-19 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-19  
2016 TEMPORARY BUDGET  
FOR THE WATER & SEWER UTILITY FUND**

**WHEREAS**, NJSA 40A:4-19 provides that where any contracts, commitments, or payments are to be made prior to the final adoption of the 2016 budget, temporary appropriations should be made for purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty (30) days of January 2016; and

**WHEREAS**, the total appropriations in the 2015 Water/Sewer Utility Operating Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$716,400.00; and

**WHEREAS**, 26.25% of the total appropriations in the 2015 Water/Sewer Utility Operating Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2015 budget is the sum of \$188,055.00;

**NOW, THEREFORE, BE IT RESOLVED**, that the following Water/Sewer Utility Operating appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

Salaries & Wages	\$ 30,000.00
Other Expenses	\$156,000.00
Social Security	\$ 1,750.00
Unemployment	\$ 250.00
Total limited to 26.25%	\$188,000.00

Motion made by Councilman Schwar to approve Resolution 2016-20 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-20  
RESOLUTION AUTHORIZING  
BOROUGH ENGINEER RETAINER**

**BE IT RESOLVED**, by the Borough Council of the Borough of Alpha, County of Warren, State of New Jersey that the firm of Remington & Vernick Engineers is hereby authorized to act as the Borough Engineer and proceed with the construction management, inspection services and consulting engineering services for small Borough projects in an amount not to exceed \$10,000.00, upon written certification of funds by the Borough CFO.

**BE IT FURTHER RESOLVED**, that the Mayor, Clerk, Borough CFO, Borough Attorney, and/or Borough Engineer are authorized to execute all necessary documents to effectuate the services.

Motion made by Councilman Seiss to approve Resolution 2016-21 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-21  
WATER UTILITY OPERATOR**

**WHEREAS**, the Borough of Alpha, through its common Council, has a need to acquire the goods or services to be provided hereunder as a non-fair and open contract pursuant to the provisions of *N.J.S.A.* 19:44A-20.4 or 20.5, as applicable; and,

**WHEREAS**, the Borough Clerk 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(s); and

**WHEREAS**, Jeffrey Whalen has submitted a proposal or request indicating he will provide the services of a W-2 and T-2 licensed water operator as agreed to under separate contract or agreement for \$18,000.00; and

**WHEREAS**, Jeffrey Whelan has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor his firm has not made any reportable contributions to a political or candidate committee in the Borough of Alpha in the previous one year, and that the contract will prohibit the him from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Borough CFO has certified that there are sufficient and available funds, as required under the law, specifically *N.J.A.C. 5:30-5.4*.

**WHEREAS**, the Mayor and Borough Council desire to ensure that the Borough's water utility is well maintained and that the quality of water is acceptable under state resolutions; and

**WHEREAS**, the Borough's potable water system has been classified by the New Jersey Department of Environmental Protection as needing a W-2 and T-2 licensed water operator; and

**WHEREAS**, Remington & Vernick Engineers has a professional licensed water operator affiliated with its firm, namely Jeffrey Whalen, who possesses said aforementioned licenses; and

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and the Council of the Borough of Alpha, County of Warren, and State of New Jersey hereby appoint Jeffrey Whalen as the Borough's licensed W-2 & T-2 water operator, for the firm of Remington & Vernick Engineers, at an annual fee of \$18,000 for the calendar year 2016 (to be paid on a monthly basis), upon certification of funds by the Borough CFO.

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**BE IT FURTHER RESOLVED** that the Clerk shall publish such notice as required under the law. This appointment is made without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, as provided in *N.J.S.A. 40A:11-5*, because said office requires services performed by person or persons qualified to practice recognized professions, and it is not possible to obtain competitive bids, and according to other applicable statutes.

Motion made by Councilman Schwar to approve Resolution 2016-22 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-22  
C-2 OPERATOR APPOINTMENT**

**WHEREAS**, the Borough of Alpha's Sewer Collection System has been classified by the New Jersey Department of Environmental Protection as requiring a C-2 Collection Systems Operator; and

**WHEREAS**, the Borough has sought applicants for such a position to provide this professional service, pursuant to New Jersey law

**WHEREAS**, *N.J.S. 40A:11-5* provides that such professional services to be provided by the Consultant as described herein may be awarded by the Authority without public advertising for bids.

**NOW THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Alpha, County of Warren, State of New Jersey that James Hill of Frey Engineering, LLC, Lebanon, New Jersey is hereby appointed C-2 Sewer Operator for the Borough of Alpha, duly licensed by the State of New Jersey for the calendar year 2016, not to exceed \$15,000.00 for the purpose of preparing operator reports for filing with the receiving treatment facility as required by NJDEP, emergency responses as required, and for providing advice and comment to Council for proper operation of the sewer utility system, and upon certification of funds by the Borough CFO. For the purpose special projects deemed necessary by Council and funded by bond issue or capital funds all expenditures would have to be approved by Council before such projects are undertaken. Such projects would include measures to maintain, upgrade, or repair the sewer utility in an effort to reduce flows, and operate the system in accordance with NJDEP

regulations cited under N.J.A.C. 7:10A, "Rules and Regulations Governing the Licensing of Water Supply and Wastewater Treatment System Operators, last revised December 2008" and made part of this resolution.

Motion made by Councilman Seiss to approve Resolution 2016-23 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-23  
N2 OPERATOR APPOINTMENT**

**WHEREAS**, the Borough of Alpha is required to have a licensed N2 operator (industrial discharge operator) by the State of New Jersey; and

**WHEREAS**, the State of New Jersey has issued a discharge permit for the Frace Street water treatment plant requiring reporting be done by a licensed N2 operator; and

**WHEREAS**, the Borough has sought applicants for such a position to provide this professional service, pursuant to New Jersey law.

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Alpha, County of Warren, State of New Jersey that Daniel Baransky is hereby appointed N2 Operator (industrial discharge operator) for the Borough of Alpha, duly licensed by the State of New Jersey at a contract amount of \$10,000.00, payable monthly for the calendar year 2016 upon certification of funds by the Borough CFO.

*Resolution 2016-24 Tabled*

Motion made by Councilman Schwar to approve Resolution 2016-25 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-25  
RESOLUTION OF THE BOROUGH OF ALPHA, COUNTY OF WARREN, STATE OF NEW JERSEY  
FIXING THE 2016 SHUT-OFF DATES AND UTILITY BILLING SCHEDULE TO BE EXERCISED ON  
DELINQUENT UTILITY CONSUMER ACCOUNTS**

**WHEREAS**, the Borough of Alpha Code, specifically § 403-18 A. permits the water shut off for any account which is in arrears for greater than two (2) quarters; and

**WHEREAS**, the proper notice required to be provided by said Code 403-18 is met by quarterly generated and provided Delinquent Notices and Shut-Off Letters;

**WHEREAS**, the Mayor and Common Council of the Borough of Alpha would like to set specific calendar dates for water to be shut off for delinquent accounts of greater than two (2) quarters to aid in utility collection effectiveness:

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Common Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. The Utility Collector is hereby authorized to generate and mail Notices of Delinquency to all consumers with a delinquent balance of Five Dollars (\$5) or more.
2. The Utility Collector is hereby authorized to generate and mail Letters of Shut-Off to all consumers with a delinquent balance in arrears for a period greater than two (2) quarters. Letters shall be mailed 7 days prior to the established shut-off dates indicated below.

3. The Utility Collector is authorized to issue a consumer shut-off list each quarter on the day before the specific dates of:

**2016 UTILITY BILLING SCHEDULE**  
(Please note – dates subject to change)

**1<sup>ST</sup> QUARTER 2016**

JANUARY 4              BILLS MAILED (DUE 15 DAYS FROM BILLING DATE)  
JANUARY 16  BILLS DUE  
JANUARY 26              DELINQUENT NOTICES  
FEBRUARY 11  SHUT OFF NOTICES  
FEBRUARY 22  LAST DAY TO PAY TO AVOID  
                              SHUT OFF  
FEBRUARY 23  BEGIN SHUT OFFS

**2<sup>ND</sup> QUARTER 2016**

MARCH 1                  LOAD GUN  
MARCH 31              BILLS MAILED (DUE 15 DAYS FROM BILLING DATE)  
APRIL 14                  BILLS DUE  
APRIL 21              DELINQUENT NOTICES  
MAY 12                  SHUT OFF NOTICES  
MAY 23                  LAST DAY TO AVOID  
                              SHUT OFF  
MAY 24                  BEGIN SHUT OFFS

**3<sup>RD</sup> QUARTER 2016**

JUNE 2                  LOAD GUN  
JULY 5                  BILLS MAILED (DUE 15 DAYS FROM BILLING)  
          \*due to a scheduled vacation  
JULY 19                  BILLS DUE  
JULY 26                  DELINQUENT NOTICES  
AUGUST 16              SHUT OFF NOTICES  
AUGUST 25              LAST DAY TO AVOID  
                              SHUT OFFS  
AUGUST 26              SHUT OFFS BEGIN

**4<sup>TH</sup> QUARTER 2016**

SEPTEMBER 1  LOAD GUN  
OCTOBER 3              BILLS MAILED (DUE 15 DAYS FROM BILLING DATE)  
OCTOBER 17              BILLS DUE  
OCTOBER 24              DELINQUENT NOTICES  
NOVEMBER 14  SHUT OFF NOTICES  
NOVEMBER 28  LAST DAY TO AVOID SHUT OFFS  
NOVEMBER 29  SHUT OFFS BEGIN

**1<sup>ST</sup> QUARTER 2017**

DECEMBER 1              LOAD GUN

The water will be shut off by the Borough DPW on or after the herein stated specific dates.

4. A certified copy of this resolution shall be provided by the Borough Clerk to the Utility Collector.

*Resolution 2016-26 Tabled*

Motion made by Councilman Seiss to approve Resolution 2016-27 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwarz and Seiss. Nays: none.

**RESOLUTION 2016-27**  
**UTILITY ADJUSTMENTS AND REFUNDS UNDER \$5.00**

**WHEREAS**, the Mayor and Council of the Borough of Alpha, County of Warren, State of New Jersey authorize the Utility Collector to make adjustments and to process the cancellation of any refund or delinquencies of less than \$5.00 on water and sewer accounts.

**THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Alpha, County of Warren, and State of New Jersey, so authorize the Utility Collector to act as stated above as of January 1, 2016.

Motion made by Councilman Seiss to approve Resolution 2016-28 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

Motion made by Councilman Seiss to approve Resolution 2016-28 motion seconded by Councilwoman Grossman. Roll call: Ayes: Grossman, Pettinelli, Preiss, Ronan, Schwar and Seiss. Nays: none.

**RESOLUTION 2016-28  
RE-APPOINTMENT OF UTILITY COLLECTOR  
FOR THE BOROUGH OF ALPHA**

**WHEREAS**, the position of Utility Collector exists within the Borough of Alpha and on the Salary Ordinance and Salary Resolution; and

**WHEREAS**, the term of office shall be through December 31, 2016.

**NOW THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Alpha hereby appoints Carrie Emery as Utility Collector in accordance with the salary ordinance at a salary for 2016 to be set at \$20,000 per year.

*Oaths of Office as a Group: Professionals and Staff*

Borough Clerk, Laurie Barton administered the oaths of office to the Alpha Volunteer Fire Department members, Professionals and Staff.

*Public Comment*

Ed Hanics, Schley Ave., thanked everyone for their help during his tenure as Mayor and thanked the residents and wished everyone a happy new year.

Mike Savary, Park Ave., congratulated members of Council. Mr. Savary inquired about how long it will be for the Borough to get an Animal Control Officer. Mr. Savary commented on having the pool issue resolved.

Millard Rooks, Vulcanite Ave., congratulated the Mayor and new Council members and briefly addressed his opinion on the pool issue.

Louis Cartabona, 5<sup>th</sup> Ave., welcomed and congratulated the mayor and Council and commented on the possibility of having a referendum in June regarding the pool.

Tom Fey, East Blvd., congratulated and wished everyone a happy new year.

Mayor Dunwell thanked everyone for coming and took a moment to recognize the outgoing council members; Millard Rooks and Louis Cartabona.



*Adjourn*

There being no further business to come before Council at this time, on motion made by Councilman Schwar and seconded by Councilwoman Grossman this meeting adjourned at 12:41 p.m.

Respectfully submitted,

*Laurie A. Barton, P.M.C.*