

Mayor Dunwell called the Meeting of the Common Council of the Borough of Alpha to order at 7:00 p.m. on November 7, 2016

Mayor Dunwell announced that adequate notice of the meeting was given 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 January 1, 2016, the Municipal Clerk delivered to the Star Gazette/Express-Times 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.

Mayor Dunwell led prayer and the salute to the flag.

*Roll Call:* Present; Councilman Cartabona, Councilwoman Gable, Councilman Pettinelli, Councilman Schwar and Councilman Seiss. Absent; Councilwoman Grossman and Borough Clerk, Laurie Barton.

*Public Comment:*

Millard Rooks, Vulcanite Avenue – spoke about the question on ballot for pool, not sure why doing it again. Pump house at pool always has doors wide open. Mr. Rooks asked what the purpose of prior votes were for. Need to make a decision one way or the other.

Mike Savary, Park Avenue – spoke about Councilman Pettinelli's statement at the last meeting regarding no room in Alpha to grow. Understands we purchased the land behind the pharmacy & that can be developed. Asked Councilman Pettinelli if he knows what it costs the Borough to send one child to the Phillipsburg High School.

*Resolutions:*

Motion made by Councilman Schwar to approve Resolution 2016-147, seconded by Councilman Seiss. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays; None.

#### **RESOLUTION 2016-147 REFUND OF TAX SALE PAYMENTS**

**WHEREAS**, there was a posting error made in April 2015 for three (3) sewer payments;

**WHEREAS**, this error was discovered after the tax sale for 2015 delinquencies were sold on October 20, 2016;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Borough of Alpha Council this 7<sup>th</sup> day of November 2016 that the Finance Officer and Tax Collector are hereby authorized to make the necessary adjustments and refund the money as follows:

Arthur Frustaci  
712 Rugby Road  
Phillipsburg, NJ 08865  
Block 71, Lot 15 - \$130.27  
Block 86.01, Lot 18 - \$129.38  
TOTAL REFUND: \$259.65

Tax Lien Profits Group  
10 Adam Labar Road  
East Stroudsburg, PA 18302  
Block 71, Lot 14 - \$129.57

Motion made by Councilman Schwar to approve Resolution 2016-148, seconded by Councilman Cartabona. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays; None.

Councilman Seiss questioned why the amount doubled. Mayor Dunwell explained that the original resolution had a typographical error regarding the amount.

**RESOLUTION 2016-148  
RESOLUTION AMENDING AUTHORIZATION TO  
BOROUGH ENGINEER TO PROVIDE CONSULTING ENGINEERING  
SERVICES FOR NEW SOCCER FIELD AT THE RECREATION COMPLEX**

**WHEREAS**, the Council of the Borough of Alpha had passed a resolution authorizing its engineer, Remington and Vernick, to proceed with engineering services related to contract work for a new soccer field at the recreation complex in the Borough; and

**WHEREAS**, the Council of the Borough of Alpha has determined that the \$12,950.00 approved by resolution on September 13, 2016 is insufficient and should be amended to reflect an amount not to exceed \$28,200.00 in total for the project for Remington and Vernick.

**NOW THEREFORE 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 engineering services in regard to the a new soccer field at the Borough recreational complex for the contemplated scope of work in accordance with the firm's proposal of September 1, 2016 (attached hereto) and in an amount not to exceed \$28,200.00, upon written certification of funds by the Borough CFO.

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

Motion made by Councilman Cartabona to approve Resolution 2016-149, seconded by Councilman Schwar. Roll call: Ayes; Cartabona, Gable, Schwar, and Seiss. Nays; Pettinelli.

**RESOLUTION 2016-149  
RESOLUTION AUTHORIZING BOROUGH TO  
HIRE PLEASANT HILL CONSULTING FOR OPEN SPACE CONSULTATION**

**WHEREAS**, Borough Council of the Borough of Alpha, County of Warren, State of New Jersey acknowledges from its consultant that a preliminary environmental assessment is needed to be performed on the open space property the Borough intends to acquire with grant money, including grant money from Green Acres, who requires such assessment.

**BE IT RESOLVED**, that the Borough hereby hires Pleasant Hill Consulting for the preliminary environmental assessment of the Brian Properties tract it seeks to acquire as open space in an amount of \$2,700.00 to be paid from the Borough Open Space and Recreation Fund, upon certification by the Borough CFO.

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

Motion made by Councilman Cartabona to approve Resolution 2016-150, seconded by Councilman Schwar. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays; None.

**RESOLUTION 2016-150  
RESOLUTION AUTHORIZING BOROUGH ENGINEER  
TO PROVIDE CONSULTING ENGINEERING SERVICES FOR  
INDUSTRIAL DRIVE LANDFILL DISRUPTION PERMIT**

**BE IT RESOLVED**, by the Council of the Borough of Alpha that the firm of Remington & Vernick Engineers is hereby authorized to act as the Borough Engineer and proceed with engineering services for the Industrial Drive Landfill Disruption Permit in accordance with the firm's proposal of November 5, 2016 (attached hereto) in an amount not to exceed \$23,400.00, upon written certification of funds by the Borough CFO.

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

*Department Reports:*

*Administration, Councilman Peter Pettinelli:* Councilman Pettinelli reported the new computers have arrived and are working as they should. Next are Tablets. Councilman Schwar requested that Councilman Pettinelli email Council and Mayor if the Clerk is out.

In closing, Councilman Pettinelli approved all bills, salaries, and wages for his department.

*Finance, Councilman Michael Schwar:* Councilman Schwar reported he has a resolution regarding the Tax Assessor to advise the Tax Collector of any appeals by June 1<sup>st</sup>. Downloaded document to request CRS ordinance and CRS application regarding FEMA. There is currently an audit issue with the Finance office depositing any monies within 48 hours. Would like to authorize CFO's Admin Assistant and the Deputy Clerk to make deposits for the CFO office. The Clerk had been looking for someone that had a key for the fieldhouse. Inspector came to do an inspection and she didn't have a way to access. There should be keys left in the key box in the Clerk's office and with each Director. Reminder that the next budget meeting will be November 29<sup>th</sup> at 7:00 pm on a Tuesday, not a Council Meeting night. Councilman Schwar stated that by the end of this month we should complete discussions and wrap up the budget. Councilman Schwar requested ten minutes executive session for contractual regarding DPW and another ten minutes for contractual regarding Best Practices.

In closing, Councilman Schwar approved all bills, salaries, and wages for his department.

*Health & Welfare, Councilwoman Jennifer Gable:* Councilwoman Gable gave the report received from the County. In closing, Councilwoman Gable approved all bills, salaries, and wages for her department.

*Public Property, Councilwoman Tracy Grossman:* Mayor Dunwell provided report in Councilwoman Grossman's absence. Mayor Dunwell reported the contract to Penn Bower for the soccer field finished up today. The field should be ready to seed by Friday. Update with Cooper for alarms, speaker system, and upgrades should be installed by the end of the month.

In closing, Mayor Dunwell approved all bills, salaries, and wages for this department.

*Public Safety, Councilman Thomas Seiss:* Councilman Seiss reported he received an application for crossing guard. The application is actually for the crossing guard position as well as the DPW position. Will share the application with Councilman Cartabona. Mayor Dunwell asked Councilman Seiss how often the Fire Company does in-house drills. He's wondering if they can do a soak down of the soccer field and if it could act as a drill for them.

In closing, Councilman Seiss approved all bills, salaries, and wages for his department.

*Public Works, Councilman Louis Cartabona:* Councilman Cartabona provided an update on the East Vulcanite and Vulcanite Avenue's paving project. Stated he is disappointed it did not go to 5<sup>th</sup> Avenue and Alpha Street where the water break had occurred. Mark-outs will be getting done on Wednesday and Thursday. Stated he attended the Phillipsburg Sewer Utility meeting on November 1<sup>st</sup>, everything is working.

In closing, Councilman Cartabona approved all bills, salaries, and wages for his department.

*Professionals & Official Reports:*

*Mayor, Craig S. Dunwell:* Mayor Dunwell requested five minutes executive session for personnel and an additional ten minutes executive session for contractual regarding the soccer field.

*Police Department, Captain Stettner:* Captain Stettner reported there were 109 calls in July, 115 calls in August, 130 calls in September, and 153 calls in October. Calls have been minor and no issues within the Borough. Stated he was approached tonight prior to the meeting regarding dirt bikes. Asked that people call as its occurring. Councilman Cartabona brought up dogs being brought to the park during recreational games. Captain Stettner said it is a good idea to just have that open communication with the residents and to call police if it becomes an issue.

*Attorney, Christopher Troxell:* Attorney Troxell did not have a report, however, requested five minutes executive session for litigation/contractual and an additional five minutes executive session for personnel regarding DPW.

*Emergency Squad:* Representative reported 15 calls in September and 13 calls in October. Mayor Dunwell stated he is still waiting for a Friday night ride along. Councilman Cartabona asked about the bills residents are receiving for the emergency squad. The representative stated that for Medicare residents there will be a bill sent three times and after the third time it will be written off.

*Engineer, Stephanie Cuthbert:* Ms. Cuthbert reported that Olive Street and 1<sup>st</sup> Avenue milling is set to begin. The redundancy project is expected to be completed by year end. Received bids for Water Utility Improvements, Council will be discussing

those. Work was to begin on October 28<sup>th</sup>. Mayor Dunwell and Frank Seney will be meeting tomorrow regarding 1<sup>st</sup> Avenue reconstruction. Mayor Dunwell stated DEP on state application meeting early November submission. There were a number of checks that Stephanie said were received today. Still need check for an amount between \$1200-\$1600 for soil erosion.

*Sewer Engineer, Jim Hill:* Mr. Hill provided report for November. Purchase order copies are needed for job site tank, meter pit, and design fastenings. Mayor Dunwell asked Mr. Hill to explain why the Frace Street generator is not hooked up. Councilman Schwar then asked if it will get too cold for Oswald.

*CFO, Charles Daniel:* Councilman Schwar provided the report in the CFO's absence. The CFO will not be in on Tuesday November 8<sup>th</sup>. He will also probably need to change his schedule for the QPA classes because they are only offered on Tuesday afternoons. The CFO has asked that if anyone knows of any large budget numbers for this year, please provide them to him as soon as possible.

*Second Public Comment:*

Ms. Christian, 6<sup>th</sup> Avenue – said there is work being done on 6<sup>th</sup> Avenue and her side of the street is a foot lower than the curb on the other side of the street. Explained how she is not able to use her driveway or car due to this.

*Payment of Bills & Claims:*

Councilman Cartabona made a motion to make the director's report a part of the minutes. Councilman Schwar seconded the motion, all were in favor.

Councilman Schwar made a motion that the CFO be authorized to pay all bills authorized by the director. Councilman Cartabona seconded the motion. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays: none.

Councilman Schwar made a motion that the CFO be authorized to pay all salaries and wages approved by the director, Councilman Seiss seconded. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays: none.

P.O. Type: All				Open: N	Paid: N	Void: N		
Range: First to Last				Rcvd: Y	Held: Y	Aprv: N		
Format: Condensed				Bid: Y	State: Y	Other: Y Exempt: Y		
PO #	PO Date	Vendor	PO Description	Status	Amount	Void Amount	PO Type	
16-00520	07/07/16	ZEO THE ZEO GROUP	MOVIE SCREEN RENTALS	Open	1,570.00	0.00		
16-00685	09/13/16	WILLEVER WILLEVER EXCAVATING	Odor Cntrl - install tank pad	Open	6,489.00	0.00		
16-00694	09/20/16	EVOQUA Evoqua Water Technologies, LLC	Bioxide 2 Month Odor Control	Open	2,691.00	0.00		
16-00759	10/11/16	CORR Corrosion Control Corporation	Purse  Strt Standpipe Screen	Open	3,500.00	0.00		
16-00768	10/13/16	LOCK THE LOCK DOCTOR	Fix Finance Office Lock/Door	Open	112.00	0.00		
16-00769	10/13/16	KENNEDY THE KENNEDY COMPANIES	WATER MAIN MATERIALS	Open	4,532.00	0.00		
16-00781	10/16/16	PERFORM PERFORMANCE TIRE CO.	F250 SUPER DUTY TIRE REPAIR	Open	30.60	0.00		
16-00782	10/16/16	POWER POWERCO, INC	STEERING CYLINDER-CASE BACKHOE	Open	483.60	0.00		
16-00783	10/16/16	POWER POWERCO, INC	HYDR FITTINGS-CASE BACKHOE	Open	30.56	0.00		
16-00785	10/17/16	CREGARZA ZACH CREGAR TREWORKZ	TREE REMOVAL/STUMP GRINDING	Open	1,800.00	0.00		
16-00789	10/18/16	POWER POWERCO, INC	SWITCH/KEY-CASE BACKHOE	Open	39.90	0.00		
16-00802	10/24/16	ACTION ACTION DATA SERVICES	PAYROLL SERVICES 10/9/16	Open	131.97	0.00		
16-00803	10/24/16	EAS EAS BY ACTION DATA	PAYROLL SERVICES 10/9/16	Open	43.19	0.00		
16-00804	10/24/16	ELIZGA ELIZABETHTOWN GAS	AYAA BLDG - OCT	Open	57.29	0.00		
16-00805	10/24/16	JCP&L JCP&L	ELECTRICITY CHARGES--OCT 2016	Open	640.59	0.00		
16-00814	10/27/16	FORTD FORT DEARBORN LIFE INSURANCE	2016 EMPLOYEE LIFE INSURANCE	Open	83.25	0.00		
16-00815	10/27/16	COUN COUNTY OF WARREN TREASURER	2016 4TH QTR COUNTY TAXES	Open	396,972.74	0.00		
16-00816	10/27/16	COUN COUNTY OF WARREN TREASURER'S	2016 4TH QTR OPEN SPACE TAXES	Open	27,221.89	0.00		
16-00820	11/01/16	TRITE DE LAGE LANDEN FINANCIAL SERV	COPIER LEASE 10/15/16-11/14/16	Open	144.59	0.00		
16-00821	11/01/16	QC EUROFINS QC, INC.	WATER TESTING 10/22/16	Open	200.00	0.00		
16-00822	11/01/16	EAS EAS BY ACTION DATA	QTR 3 PENSION FILING 9/30/16	Open	258.00	0.00		
16-00823	11/01/16	BARTO LAURIE BARTON	MILEAGE REIMBURSEMENT	Open	69.00	0.00		
16-00824	11/01/16	LMR LMR CLEANOUT & DISPOSAL	TRASH REMOVAL - OCTOBER	Open	12,833.33	0.00		
16-00827	11/03/16	SAVA SAVARY EXCAVATION	LEVEL OUT FILL AT SALT SHED	Open	500.00	0.00		
16-00828	11/03/16	SARTI SARTINI PLUMBING & HEATING	EXCAVATION--DRAIN PIPE AT POOL	Open	2,151.10	0.00		
16-00830	11/03/16	TOTLAWN Total Lawn Care & Landscape	2016 LAWN CARE SERVICES-OCT	Open	1,428.58	0.00		
16-00831	11/03/16	ALFIR ALPHA VOLUNTEER FIRE CO	MISC REIMBURSEMENTS - OSHA	Open	12,000.00	0.00		
Total Purchase Orders:		27	Total P.O. Line Items:	0	Total List Amount:	476,014.18	Total Void Amount:	0.00

*Old Business:*

Councilman Cartabona requested clarity and/or clarification of the wording regarding Open Space, Section II, and Article 195.

*New Business:*

Motion made by Councilman Schwar to approve Raffle Licenses# RA-2016-8 and #RA-2016-9 for St. Mary's, seconded by Councilman Cartabona, all were in favor.

Motion made by Councilman Schwar to approve Bingo License# BA-2016-1 for Alpha Volunteer Fire Department, seconded by Councilman Pettinelli, all were in favor with the exception of Councilman Seiss who abstained.

*Executive Session:*

Councilman Cartabona made a motion to approve the following resolution to go into executive session for one hour and five minutes for contractual, litigation, and/or personnel. Motion seconded by Councilman Schwar, all were in favor.

**EXECUTIVE SESSION RESOLUTION**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, 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.

1. The public shall be excluded from discussion(s) of the hereinafter specified subject matter(s).

2. The general nature of the subject matter(s) to be discussed is: Personnel, Litigation and/or Contractual,
3. It is anticipated at this time, that the above stated subject matter(s) will be made public when it is no longer a matter of confidentiality.
4. Action may or may not be taken after executive session.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the Borough of Alpha that the public shall be excluded from an executive session for approximately 1 hour(s), five minutes, allowing for a five (5) minute recess between the regular session and the executive session.

*Return to Regular Session:*

Motion made by Councilman Cartabona to return to the regular session, motion seconded by Councilman Schwar, all were in favor.

*Additional Resolutions:*

Motion made by Councilman Cartabona to approve Resolution 2016-151, seconded by Councilman Schwar. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays; None.

**RESOLUTION 2016-151  
A RESOLUTION AUTHORIZING THE  
HIRING OF TWO DPW WORKERS**

**WHEREAS**, the Council of the Borough of Alpha deems the hiring of two full-time, temporary workers in the Borough Department of Public Works in the best interests of the Borough of Alpha.

**NOW THEREFORE BE IT RESOLVED**, by the Council of the Borough of Alpha that Maurice Badway and Brian Williams be hired as full-time, temporary employees, Park Attendant I, for the Borough of Alpha at a rate of \$13.00 per hour for 40 hours per week for a period of less than three months, with no expectation of full-time, permanent employment and with no benefits.

**BE IT FURTHER RESOLVED**, that the Mayor and Clerk are hereby authorized to execute any related, necessary documents.

Motion made by Councilman Schwar to approve Resolution 2016-152, seconded by Councilman Pettinelli. Roll call: Ayes; Cartabona, Gable, Pettinelli, and Schwar. Nays; Seiss.

**RESOLUTION 2016-152  
RESOLUTION AWARDED A CONTRACT FOR  
BOROUGH WATER UTILITY IMPROVEMENTS PROJECT 2016**



**WHEREAS**, the Mayor and Council of the Borough of Alpha have determined that the certain improvements are needed for the Borough's potable water utility system, including but not limited to the services and work described further in the 2016 water utility improvement project – 2102T059; and

**WHEREAS**, the Mayor and Council of the Borough of Alpha have openly and publicly bid such a contract for said improvement work, pursuant to New Jersey law; and

**WHEREAS**, the Borough of Alpha has received the lowest responsible, responsive bid from Penn Bower, Inc. of High Bridge, New Jersey, based on the recommendation of the Borough Engineer, with Penn Bower, Inc. of High Bridge, New Jersey submitting a bid in the amount of \$975,885.40; and

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Alpha, County of Warren, State of New Jersey that the said water utility system improvements contract for contemplated work, construction and improvements to the Borough's potable water system for the 2016 water utility improvement project – 2102T059 – within the Borough of Alpha is hereby awarded to Penn Bower, Inc. of High Bridge, New Jersey, having a bid of \$975,885.40 for said work, upon written certification of funds by the Borough CFO.

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

Motion made by Councilman Schwar to approve Resolution 2016-153, seconded by Councilman Cartabona. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays; None.

**RESOLUTION 2016-153**  
**RESOLUTION OF THE BOROUGH OF ALPHA SETTING FORTH A POLICY REQUIRING**  
**THE TAX ASSESSOR TO NOTIFY THE CHIEF FINANCIAL OFFICER AND GOVERNING**  
**BODY OF ALL TAX APPEALS FILED BY JUNE 1<sup>ST</sup> OF EACH YEAR**

**WHEREAS**, active monitoring management of a municipality's ratable base is fundamental in helping ensure fiscal stability; and

**WHEREAS**, it is important for the Borough of Alpha governing body and the Chief Financial Officer to be kept apprised of all tax appeals filed against a municipality in a given year; and

**NOW, THEREFORE BE IT RESOLVED**, that that Tax Assessor of the Borough of Alpha, Warren County, State of New Jersey shall inform the Chief Financial Officer and the governing body of all tax appeals filed for that year before June 1<sup>st</sup> of each year.

*Redo of Payment of Bills & Claims:*

Councilman Schwar made a motion to make the director's report a part of the minutes. Councilman Cartabona seconded the motion, all were in favor.

Councilman Schwar made a motion that the CFO be authorized to pay all bills authorized by the director. Councilman Cartabona seconded the motion. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays: none.

Councilwoman Gable made a motion that the CFO be authorized to pay all salaries and wages approved by the director, Councilman Schwar seconded. Roll call: Ayes; Cartabona, Gable, Pettinelli, Schwar, and Seiss. Nays: none.

The payment of bills and claims needed to be redone after returning from Executive Session due to the fact that the dollar amount for Resolution 2016-152 was changed in Executive Session and contract awarded to Penn Bower.

*Adjournment:*

Seeing no further business to come before Council, motion made by Councilwoman Gable to adjourn this meeting at 10:25 pm, motion seconded by Councilman Schwar, all were in favor.

Respectfully submitted,

*Amy J. Sharpe*

Borough Deputy Clerk