

## MINUTES OF REGULAR MEETING OF JANUARY 20, 2021 AS AMENDED

The regular meeting of the Frelinghuysen Township Committee was held virtual via zoom virtual meeting service and in person, Township Municipal Building, 210 Main Street, Johnsonburg, New Jersey on Wednesday, January 20, 2021 and as called to order at 7:30 p.m. by Mayor, Chris Stracco.

### SUNSHINE LAW STATEMENT:

Under the provisions of the Open Public Meetings Act, adequate notice of this meeting was provided by posting notice on the Township bulletin board, Township website and by e mailing notice to the New Jersey Herald and The Express-Times.

### FLAG SALUTE

### ROLL CALL:

Those present were: Mayor Chris Stracco, Deputy Mayor Keith Ramos, Committeeman David Boynton, Frank Desiderio, Committeeman Todd McPeek, Attorney Rich Beilin via zoom, Danette Dyer via zoom, and Municipal Clerk Donna Zilberfarb.

### MINUTES:

1. November 18, 2020 regular meeting minutes were approved on a motion by Mr. Ramos, seconded by Mr. Desiderio. All were in favor. Mr. Boynton and Mr. McPeek abstained.
2. November 18, 2020 executive session meeting minutes were approved on a motion by Mr. Ramos, seconded by Mr. Desiderio. All were in favor. Mr. Boynton and Mr. McPeek abstained.
3. December 16, 2020 regular session meeting minutes were approved on a motion by Mr. Ramos, seconded by Mr. Boynton. All were in favor. Mr. Desiderio abstained.
4. December 16, 2020 executive session meeting minutes were approved on a motion by Mr. McPeek, seconded by Mr. Boynton. All were in favor. Mr. Desiderio abstained.
5. January 1, 2021 reorganization meeting minutes were approved on a motion by Mr. Ramos, seconded by Mr. Desiderio. All were in favor.

### ORDINANCES:

#### **#2021-02 AN ORDINANCE AMENDING ORDINANCE NO. 2020-11, GRANTING MUNICIPAL CONSENT FOR THE OPERATION OF A CABLE TELEVISION SYSTEM WITHIN THE TOWNSHIP OF FRELINGHUYSEN, NEW JERSEY TO CSC TKR, LLC**

**WHEREAS**, by Ordinance No. 2020-11, the Frelinghuysen Township Mayor and Committee granted municipal consent for the operation of a cable television system within Frelinghuysen Township to CSC TKR, LLC; and **WHEREAS**, it is necessary and appropriate to revise Section 10 of that Ordinance 2020-11 as set forth below, without otherwise amending the terms of that Ordinance. **NOW THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Township Frelinghuysen, County of Warren, and State of New Jersey, as follows:

SECTION I Section 10 of Ordinance 2020-11 is hereby deleted in its entirety, and replaced with the following: **SECTION 10. FREE SERVICE** Subject to applicable federal regulations, the Company shall, upon written request, provide free of charge, one (1) standard installation and monthly cable television reception service to all State or locally accredited public schools and all municipal public libraries, as well as municipal buildings located within the Municipality. Upon written request from the Township, the Company shall provide to the Township at: (a) Town Hall at 210 Main Street and; (b) one (1) additional Township owned facility currently passed by the Company's System, without charge, the following at each: (1) one standard installation; (2) one cable modem per installation; and (3) cable modem service for the term of this Ordinance for each installation. This offer shall be subject to the terms, conditions and use policies of the Company as those policies may exist from time to time. SECTION II Except as amended herein, Ordinance No. 2020-11 shall remain in full force and effect. **BE IT FURTHER ORDAINED** that this Ordinance shall take effect upon passage and

publication as required by law. **NOTICE** Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at the regular meeting of the Frelinghuysen Township Committee held on January 1, 2021 and will be considered for final reading and adoption at the meeting of the Frelinghuysen Township Committee to be held on January 20, 2021 at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey at which time and place all interested parties may appear for or against the passage of said Ordinance. Motion was made by Mr. Ramos to open to first reading for introduction, seconded by Mr. Boynton. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. Mcpeek-yes; Mr. Ramos-yes; Mr. Stracco-yes. Second reading for adoption will be held on January 20, 2021. Motion was made by Mr. Ramos to open for 2<sup>nd</sup> reading for adoption, seconded by Mr. Boynton. All were in favor. Motion was made by Mr. Boynton to open to the public, seconded by Mr. McPeek. All were in favor. Public comment: Mr. Connor asked what service is provided and to what buildings? Mr. Stracco explained that it was set forth in the Ordinance and that there will be service in the townhall. There were no further comments. Motion was made by Mr. Boynton to close to the public, seconded by Mr. Ramos. All were in favor. Motion was made by Mr. McPeek to approve for adoption, seconded by Mr. Boynton. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes.

**2021-03 ORDINANCE AMENDING SECTION 7-3.3 OF THE FRELINGHUYSEN TOWNSHIP CODE, CONCERNING THE PROHIBITION OF PARKING AT ALL TIMES ON CERTAIN STREETS**

WHEREAS, the Frelinghuysen Township Mayor and Committee have determined that Section 7-3.3, which prohibits parking at all times on certain streets, be amended as set forth below. NOW THEREFORE BE IT ORDAINED by the Mayor and Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey, as follows: **Section I** Section 7-3.3 of the Frelinghuysen Township Code, "Parking Prohibited at All Times on Certain Streets," is amended by adding thereto the following:

<b>Name of Street</b>	<b>Side</b>	<b>Location</b>
Old Stage Road	Both	Entire length
Kerr Road	Both	Entire length
Hess Road	Both	Entire length
Camp Weaqua Road	Both	Entire length
Mott Road	Both	Entire length
Mill Road	Both	Entire length

**Section II** 1. All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency. 2. If any word, phrase, clause, section or provision of this ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause, section, or provision shall be severable from the balance of the ordinance and the remainder of the ordinance shall remain in full force and effect. 3. This ordinance shall take effect immediately upon final passage and publication as required by law. **NOTICE** Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at the regular meeting of the Frelinghuysen Township Committee held on January 1, 2021 and will be considered for final reading and adoption at the meeting of the Frelinghuysen Township Committee to be held on January 20, 2021 at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey at which time and place all interested parties may appear for or against the passage of said Ordinance. Motion was made by Mr. Ramos to open to for first reading for introduction, seconded by Mr. Boynton. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes. Final reading for adoption will be held on January 20, 2021. Motion was made by Mr. Boynton to open for 2<sup>nd</sup> reading for adoption, seconded by Mr. Ramos. All were in favor. Motion was made by Mr. Boynton to open to the public, seconded by Mr. Ramos. All were in favor. Public comment: Mr. Kohuth asked what would be done to notify the public. Mr. Stracco stated that this Ordinance would be published legally and posted on the website. Mr. Kohuth commented that signs for snow covered roads were supposed to be posted and never were and questioned when the signs would be put up. Mr. Stracco explained that during budget process there will be monies set aside for signs as needed and then the signs will be purchased and put up. He promised that the sign ordinance would be advertised and

published in the official newspaper, posted in townhall, posted on the website and discussed at budget time. There was no further public comment. Motion was made by Mr. Boynton to close to the public, seconded by Mr. McPeek. All were in favor. Motion was made by Mr. Boynton to approve for adoption, seconded by Mr. Ramos. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes.

**2021-04 ORDINANCE AMENDING THE FRELINGHUYSEN TOWNSHIP CODE TO ADD A NEW SUBSECTION 7-3.8, AUTHORIZING TOWING OF VEHICLES PARKED IN VIOLATION OF SECTION 7.3**

WHEREAS, Section 7-3 of the Frelinghuysen Township Code sets forth various areas and situations in which parking is prohibited within the Township; and WHEREAS, the Frelinghuysen Township Mayor and Committee have determined that it is necessary and appropriate to amend the Township Code to provide for the towing of vehicles parked in violation of that Section. NOW THEREFORE BE IT ORDAINED by the Mayor and Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey, as follows: **Section I** Section 7-3 of the Frelinghuysen Township Code is amended by adding thereto a new subsection 7-3.8, to read as follows: **7-3.8. Towing.** Any vehicle parked in violation of this Section 7-3 shall be deemed a nuisance and a menace to the safe and proper regulation of traffic, and any Police Officer may provide for the removal of such vehicle. The owner shall bear the reasonable costs of towing and storage before regaining possession of the vehicle. **Section II** 1. All ordinances or parts of ordinances inconsistent herewith are repealed to the extent of such inconsistency. 2. If any word, phrase, clause, section or provision of this ordinance shall be found by any Court of competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause, section, or provision shall be severable from the balance of the ordinance and the remainder of the ordinance shall remain in full force and effect. 3. This ordinance shall take effect immediately upon final passage and publication as required by law. **NOTICE** Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at the regular meeting of the Frelinghuysen Township Committee held on January 1, 2021 and will be considered for final reading and adoption at the meeting of the Frelinghuysen Township Committee to be held on January 20, 2021 at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey at which time and place all interested parties may appear for or against the passage of said Ordinance. Motion was made by Mr. Ramos to open to first reading for introduction, seconded by Mr. Boynton. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes. Second reading for adoption will be held on January 20, 2021. Motion was made by Mr. Boynton to open for 2<sup>nd</sup> reading for adoption, seconded by Mr. Ramos. All were in favor. Motion was made by Mr. McPeek to open to the public, seconded by Mr. Boynton. All were in favor. There was no public comment. Motion was made to close to the public by Mr. Boynton, seconded by Mr. Ramos. Motion was made by Mr. Boynton to approve for adoption, seconded by Mr. Desiderio. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes.

**RESOLUTIONS:**

#2021 - 16 January 13<sup>th</sup>, 2021 WHEREAS, Terry Urfer acquired a lien against **Block 102, Lot 5 Q0309** at the Tax Sale held **December 18<sup>th</sup>, 2013 (Certificate #2013-02)**. **Michael J. Hanifan, Esq.**, for the owner of said property has paid an amount of **\$ 116.94** to redeem the lien. NOW, THEREFORE BE IT RESOLVED that the Township Treasurer is hereby authorized to issue a check in the amount of **\$ 116.94** to **Terry Urfer**. I hereby certify the foregoing to be true and accurate copy of a resolution adopted by the Township Committee at its' meeting held January 20<sup>th</sup>, 2021.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Boynton		X	X			
Mr. Desiderio			X			
Mr. McPeek			X			
Mr. Ramos	X		X			
Mr. Stracco			X			

**#2021 - 17 GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964"** WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit's hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964," *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and WHEREAS, the Frelinghuysen Township Mayor and Committee have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit's hiring practices as they pertain to the consideration of an individual's criminal history, as evidenced by the group affidavit form of the governing body attached hereto. NOW, THEREFORE BE IT RESOLVED, That the Mayor and Committee of the Township of Frelinghuysen, hereby states that they have complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit's hiring practices comply with the above-referenced enforcement guidance, and hereby direct the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance. **CERTIFICATION** I, Donna Zilberfarb, Clerk of the Township of Frelinghuysen, do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 20, 2021.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Boynton			X			
Mr. Desiderio		X	X			
Mr. McPeek	X		X			
Mr. Ramos			X			
Mr. Stracco			X			

**#2021-18 RISK MANAGEMENT CONSULTANT'S AGREEMENT** THIS AGREEMENT entered into this 1<sup>st</sup> day of January, 2021 between the Township of Frelinghuysen (hereinafter referred to as MUNICIPALITY) and SB1 Insurance Agency (hereinafter referred to as the CONSULTANT). WHEREAS, the CONSULTANT has offered to the MUNICIPALITY professional risk management consulting services as required in the bylaws of the Morris County Municipal Joint Insurance Fund, and; WHEREAS, the MUNICIPALITY desires these professional services pursuant to the resolution adopted by the governing body of the MUNICIPALITY at a meeting held on December 20, 2017 and; NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
  - a. Assist the MUNICIPALITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - b. Assist the MUNICIPALITY in understanding the various coverages available from the Morris county Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance fund.
  - c. Review with the MUNICIPALITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the MUNICIPALITY's authorization, place such coverages outside the FUND.
  - d. Assist the MUNICIPALITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being

understood that this Agreement does not include any appraisal work by the CONSULTANT.

- e. Review Certificates of Insurance from contractors, vendors and professionals when requested by the MUNICIPALITY.
  - f. Review the MUNICIPALITY’s assessment as prepared by the FUND and assist the MUNICIPALITY in the preparation of its annual insurance budget.
  - g. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) municipal safety committee meeting per annum to promote the safety objectives and goals of the MUNICIPALITY and the FUND.
  - h. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT’s involvement does not include the work normally done by a public adjuster.
  - i. Perform and other risk management services required by the FUND’s bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a. For any insurance coverages authorized by the MUNICIPALITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND’s assessment in computing the fee outlined.
3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (3) days thereafter. In the event of termination of this Agreement, the CONSULTANT’s fees outlined in 2 (a) above shall be prorated to date of termination.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Boynton			X			
Mr. Desiderio		X	X			
Mr. McPeek			X			
Mr. Ramos	X		X			
Mr. Stracco			X			

**#2021-19 RESOLUTION APPROVING PAYMENT OF BILLS FOR THE JANUARY 20, 2021** WHEREAS, the Finance Committee of the Township of Frelinghuysen have reviewed the bills submitted by the Municipal Clerk to the Frelinghuysen Township Committee for the month of JANUARY 2021; and WHEREAS, the Finance Committee find the bills to be in order and recommend to the Township Committee that they be paid by the Chief Finance Officer. NOW, THEREFORE BE IT RESOLVED, by the Frelinghuysen Township Committee that all bills submitted for the above named date are reasonable and proper and are to be paid from their appropriate account.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Boynton		X	X			
Mr. Desiderio			X			
Mr. McPeek	X		X			
Mr. Ramos			X			
Mr. Stracco			X			

**#2021-20 SETTING EXECUTIVE SESSION** WHEREAS, it is necessary to discuss items dealing with contract and property negotiations. WHEREAS, under the Open Public Meetings Act (number \_\_\_\_ of the permitted exceptions to the requirements that a public body hold its meetings in public) it is permissible that such matters be discussed in executive or private session. NOW, THEREFORE BE IT RESOLVED, on January 20, 2021 that the Township Committee of the Township of Frelinghuysen will

adjourn to private or executive session to discuss the above mentioned and results or portions of that discussion will be made known in reasonable length of time.

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. Boynton		X	X			
Mr. Desiderio			X			
Mr. McPeek			X			
Mr. Ramos	X		X			
Mr. Stracco			X			

**COMMITTEE REPORTS:**

- Mayor Chris Stracco consulted with the OEM Coordinator regarding in person meetings. Due to the uptake in Covid-19 cases, there will not be any in person meetings for any township boards at this time. Mr. Stracco explained that we are back to where we were in March/April last year. He will keep the boards posted as to when we will resume in person meetings. Mr. Stracco also discussed a letter that was sent from Mr. Cornella on recent explosions in the township. Mr. Stracco had discussions with OEM and the Fire Departments and let Mr. Cornella know that that there was no danger to the public. He will ask Mr. Pachnos to add to the OEM facebook page and asked the police liaison to reach out to the State Police. Mr. Boynton will reach out to the State Police.
- Deputy Mayor Ramos reached out to 2 auction houses for the Route 94 property and has 2 additional ones to contact. He also let the committee know that he’s had open conversations with Altice for installing cable within the township and is waiting to set up a meeting.
- Committeeman David Boynton – nothing to report
- Committeeman Frank Desiderio – nothing to report
- Committeeman Todd McPeek let the committee know that there was a small sinkhole on Lanning Road which the dpw took care of quickly.
- Attorney Rich Beilin discussed the remote meeting protocol and ask to wait to adopt until more information is sent out for municipalities. He also stated that he prepared and is ready to file with the abandoned property issue.
- Municipal Clerk Donna Zilberfarb – nothing to report

**OLD BUSINESS:**

- Remote meeting protocols was discussed during legal reports.
- Mr. Sterbenz updated the committee on the 2021 municipal NJDOT grant for Camp Wasigan. The town was awarded \$136,700.00 and has until 11/18/2022 to utilize those monies. Mr. Sterbenz explained that the asphalt pricing is approximately \$67.00 per ton, which was under the budget. Mr. Sterbenz recommended paving sooner rather than later but if not 2021 then early in 2022.

He also discussed that phase I of Greendell road is complete. Mr. Sterbenz discussed phase II of Greendell road and budget monies for engineering of \$5,500.00. Mr. Ramos made a motion to approve phase II engineer budget at \$5,500.00, seconded by Mr. Desiderio. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-yes; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes.

Mr. Sterbenz discussed stormwater management and that the annual report for the end of the quarter is being returned by the property owners.

Mr. Sterbenz also discussed the salt shed and let the committee know that the building plans are complete at this point. He is in the process of completing the plumbing plan and working on the electrical improvements. Plans should be finished by next week and plans to set bid the week of February 1-5. Timeframes were discussed since spring sports would be starting soon. Mr. Sterbenz will keep those timeframes in mind.

- Mr. Stracco appointed Mr. Desiderio as the township committee liaison and member for the Environmental Commission and appointed Chris Kuhn as Chair.

Motion was made by Mr. Desiderio to concur with the Mayor appointments, seconded by Mr. Boynton. All were in favor.

- Mr. Stracco appointed the following to the Farmland Preservation Committee  
Marty Connor to a 1 year term as the land use board liaison  
Rick Rogers to a 3 year term as a resident  
Charlie Schaffer to a 3 year term as a resident  
Jim Simonetti to a 1 year term as the Environmental liaison  
Chris Kuhn to a 3 year term as alternate #1  
Wendy Buttgereit to a 3 year term as alternate #2

Motion was made by Mr. Desiderio to concur with the Mayor appointments, seconded by Mr. Boynton. All were in favor.

- Mr. Stracco appointed the following to the Open Space Committee  
Marty Connor to a 1 year term as the land use board liaison  
Wendy Buttgereit to a 3 year term as a citizen member  
Ralph Corvino to a 3 year term as a citizen member  
Chris Kuhn to a 3 year term as a citizen member  
Dan Carson to a 3 year term as alternate #1  
Charlie Schaffer to a 3 year term as alternate #2

Motion was made by Mr. Ramos to concur with the Mayor appointments, seconded by Mr. Boynton. All were in favor.

- Mr. Stracco appointed Edyta Markowitz to a 2 year term as Alternate #2 for the Land Use Board. Motion was made by Mr. McPeek to concur with the Mayor appointment, seconded by Mr. Desiderio. All were in favor.
- Mr. Stracco appointed Donna Zilberfarb as interim Municipal Alliance Coordinator. Motion was made by Mr. Desiderio to concur with Mayor appointment, seconded by Mr. McPeek. All were in favor. The rest of the appointments were held.

#### **NEW BUSINESS:**

- Motion was made by Mr. Boynton to authorize the Mayor to sign the Warren County Mosquito Control Commission agreement, seconded by Mr. Desiderio. All were in favor.
- Proposals for tax appraiser will be discussed in Executive Session.

#### **DEPARTMENT REPORTS:**

Motion was made by Mr. Ramos for a consent agenda for department reports 1-10, seconded by Mr. Boynton. All were in favor.

DPW – Ms. Zilberfarb discussed the GMC and the accident that occurred during the snow storm Orlena. The truck is at the shop and waiting for it to be repaired.

Land Manager – Mr. Conner discussed what was completed in 2020 and discussed some upcoming projects for 2021. That report will be in next months book. Mr. Desiderio stated that an Eagle scout project was in the works and asked the scouts to reach out to Ms. Zilberfarb to get on the agenda to discuss.

Recreation committee – Sports are in a holding pattern at this time. They did attend the annual softball meeting and will be working by the NJ High School mandates for covid-19. There is also a plan for the dedication of the dugouts per Mr. Ramos. The Chair is Mr. McPeek and Vice Chair is Justin Stanley.

Environmental Commission – No meeting

Farmland/Open space Committee – No meeting

#### **OPEN MEETING TO THE PUBLIC:**

Motion was made by Mr. Boynton, seconded by Mr. McPeek to open meeting to the public limited to 20 minutes with 3 minutes per member of the public. All were in favor. Spoke were:

- Mr. Kohuth mentioned that the October 2020 minutes were not posted on the website.
- Mr. Kohuth asked how the employee handbook was coming along. Mr. Stracco stated it was complete and finalized at the December meeting. Mr. Kohuth commented he'd look at the minutes for December and commented on how long they would take to be posted. Ms. Zilberfarb stated they would be posted by tomorrow.
- Mr. Kohuth asked who had the accident in the truck. A dpw employee was driving.
- Mr. Kohuth asked how vacation time was for last year. Ms. Zilberfarb stated that the amount allowed to be rolled over was by the employees that needed to roll over time.

Motion was made by Mr. Boynton, seconded by Mr. Ramos to close to the public. All were in favor.

**EXECUTIVE SESSION:**

Motion was made by Mr. Ramos, seconded by Mr. Boynton to enter into executive session.

No action was taken.

Motion was made by Mr. Boynton, seconded by Mr. Ramos to exit executive session.

**RETURN TO REGULAR SESSION:**

Mr. Stracco explained that the executive session was to discuss contract negotiations.

Motion was made by Mr. McPeek to authorize the Mayor to sign the Altice letter agreement, seconded by Mr. Boynton. All were in favor.

Motion was made by Mr. Ramos to approve for the Municipal Clerk to sign the agreement for Integrated Realty Resources – Northern New Jersey, IRR for tax appraiser, seconded by Mr. McPeek. All were in favor. Mr. Stracco abstained.

**CORRESPONDENCE:**

- New Jersey Office of the Attorney General – Amerigas
- Frelinghuysen Township, Mayor Stracco – Amerigas
- Warren County Board of Chosen Freeholders – Reorganization Meeting
- Gebhardt & Kiefer – Township of Knowlton shared service agreement municipal courts
- CDM Smith – NJDEP Application for Freshwater Wetlands General Permit 16 and Permit 18 Paulina Dam (permits are held in Clerk's office)
- Tara Pasca – Concord Energy end of program post card (emailed to committee members 12/29/2020)
- Annette Tagliareni, Highlands – 2020 Highlands Region Land Preservation Status report
- Alexander J. Rinaldi, Esq. – Block 1101 Lot 12.01, Notice for Land Use Board for Preliminary Major and Final Major Site Plan approval.
- Blairstown Hose company – December 2020 fire report
- Green Township Fire Department – December 2020 fire report

**ADJOURNMENT:**

There being no further business, motion was made by Mr. McPeek, seconded by Mr. Ramos to adjourn the meeting at 9:31 p.m. All were in favor.

Respectfully Submitted,



Donna Zilberfarb, RMC