

**MINUTES OF REORGANIZATION MEETING OF JANUARY 3, 2024  
AS AMENDED**

The reorganization meeting of the Frelinghuysen Township Committee was held in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey on Wednesday, January 3, 2024 and was called to order at 3:00 p.m. by Municipal Clerk, Donna Zilberfarb.

**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 and by e mailing notice to the New Jersey Herald and The Express-Times.

**ROLL CALL:**

Those present were: Committeeman Keith Ramos, Committeeman Chris Stracco, Committeewoman Natyzak, Committeeman Todd McPeek, Committeeman Robert Stock, Attorney Rich Beilin (via zoom) and Municipal Clerk Donna Zilberfarb.

**OATH OF OFFICE:**

The Oath of Office for Debra Natyzak Osadca was given by Ms. Zilberfarb.

**NOMINATIONS FOR MAYOR AND DEPUTY MAYOR:**

Ms. Zilberfarb asked for nominations for Mayor. Mr. McPeek nominated Mr. Ramos for Mayor, seconded by Mr. Boynton. Ms. Zilberfarb asked if there were any more nominations for Mayor. With none, the Mayor for 2023 is Keith Ramos. Roll call vote: Mr. McPeek-yes; Mrs. Osadca-no; Mr. Ramos-abstained; Mr. Stock-yes; Mr. Stracco-yes. The meeting was turned over to Mr. Ramos.

Mr. Ramos asked for nominations for Deputy Mayor. Mr. Boynton nominated Mr. Stracco for Deputy Mayor, seconded by Mr. McPeek. All were in favor. Roll call vote: Mr. McPeek-yes; Mrs. Osadca-yes; Mr. Ramos-yes; Mr. Stock-yes; Mr. Stracco-abstained. Mr. Stracco is the Deputy Mayor for 2023.

**APPOINTMENTS:**

All appointments were approved on a motion by Mr. McPeek for a consent agenda to concur with the Mayor, seconded by Mr. Stock. All were in favor.

**2024 Committee Appointments - Schedule A**

<b>2024 Representative</b>	<b>Term</b>	<b>Position</b>	<b>Incumbent 2023</b>
TODD MCPEEK	1 year	Director of Public Works	TODD MCPEEK
ROBERT STOCK KEITH RAMOS	1 Year 1 Year	Finance Commission Finance Commission	CHRIS STRACCO KEITH RAMOS
TODD MCPEEK	1 Year	Buildings and Grounds	TODD MCPEEK
KEITH RAMOS	1 Year	Deputy Blds & Grds	KEITH RAMOS
KEITH RAMOS	1 Year	Open Space Committee	KEITH RAMOS
KEITH RAMOS	1 Year	Farmland Preservation	KEITH RAMOS
CHRIS STRACCO – Class I ROBERT STOCK – Class III	1 Year 1 Year	Land Use Board Land Use Board	CHRIS STRACCO ROBERT STOCK
DEBRA NATYZAK OSADCA	1 Year	Environmental Comm	ROBERT STOCK
DEBRA NATYZAK OSADCA	1 Year	Recreation Committee	KEITH RAMOS
ALL MEMBERS	1 Year	Board of Health	All Members
KEITH RAMOS - Chair ROBERT STOCK – V. Chair	1 Year 1 Year	Personnel Committee Personnel Committee	KEITH RAMOS DAVID BOYNTON
KEITH RAMOS	1 Year	Board of Ed Liaison	DAVID BOYNTON
CHRIS STRACCO	1 Year	Freeholder Liaison	CHRIS STRACCO
KEITH RAMOS	1 Year	Police Liaison	DAVID BOYNTON
ROBERT STOCK	1 Year	Safety comm Liaison	DAVID BOYNTON
CHRIS STRACCO	1 Year	COAH Coordinator	CHRIS STRACCO
DEBRA NATYZAK OSADCA	1 Year	Municipal Alliance	DAVID BOYNTON
CHRIS STRACCO	1 Year	Legal Liaison	CHRIS STRACCO

**2024 Miscellaneous Appointments - Schedule B**

<b>2024 Representative</b>	<b>Term</b>	<b>Position</b>	<b>Incumbent 2023</b>
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None	1 Year	Deputy Clerk	None
Donna VanTassel	1 Year	Tax Search Officer	Donna Van Tassel
Donna VanTassel	1 Year	Tax Collector	Donna Van Tassel
Kristy Lockburner	1 Year	List of Certified Owners	Kristy Lockburner
None	1 Year	Deputy Tax Collector	None
Donna Zilberfarb	1 Year	Board of Health Secretary	Donna Zilberfarb
Sharon Longenecker	1 Year	Sr Citizen Coordinator	Sharon Longenecker
Robert Stock	1 Year	Solid Waste Advisory Commission Member	Jim Banta
Alan DeCarolis	1 Year	Animal control officer	Alan DeCarolis
Nellie Claver	1 Year	Deputy ACO	Nellie Claver
Donna Zilberfarb	1 Year	Dog Licensing Official	Donna Zilberfarb
Donna Zilberfarb	1 Year	Municipal Alliance Coordinator	Donna Zilberfarb
Donna Zilberfarb	1 Year	Clean Communities Coordinator	Donna Zilberfarb
Donna Zilberfarb	1 Year	Recycling Coordinator	Donna Zilberfarb
Donna Zilberfarb	1 Year	Forestry Mgmt Coord	Donna Zilberfarb
Paul Sterbenz	1 Year	Driveway opening official	Paul Sterbenz
Donna Zilberfarb	1 Year	Safety Director	Donna Zilberfarb
Andrew Melendez	1 Year	Zoning officer Code Enforcement	Andrew Melendez
Bob Huber	1 Year	Temporary construction Official	
Marty Connor	1 Year	Manager of Public Land	Marty Connor
Wendy Buttgerreit	1 Year	Asst Mgr public land	Wendy Buttgerreit
Sue Mattos	1 Year	Rec Ctr Secretary	Sue Mattos

**LAND USE BOARD – SCHEDULE C**

NAME	APPT DATE	TERM	TERM EXPIRATION
CHRIS STRACCO CLASS I	1/3/2024	<b>1 YEAR</b>	12/31/2024
ALAN DECAROLIS CLASS II	1/3/2022	3 YEAR	12/31/2024
ROBERT STOCK CLASS III	1/3/2024	<b>1 YEAR</b>	12/31/2024
MARTIN CONNOR CLASS IV / CHAIR	1/3/2022	4 YEAR	12/31/2025
DON SOISSON CLASS IV / V. CHAIR	1/1/2021	4 YEAR	12/31/2024
LOWELL FORBES CLASS IV	1/3/2022	4 YEAR	12/31/2025
DAN ROGERS CLASS IV	1/3/2023	4 YEAR	12/31/2026
EDYTA MARTEWICZ CLASS IV	1/3/2023	4 YEAR	12/31/2026
PAMELA ROGERS CLASS IV	1/3/2024	<b>4 YEAR</b>	12/31/2027
CREA MALLERY ALTERNATE #1	1/03/2023	2 YEAR	12/31/2024
JIM SIMONETTI ALTERNATE #2	11/8/2023	2 YEAR	12/31/2024
DAVID PAUST ALTERNATE #3	1/3/2024	<b>1 YEAR</b>	12/31/2024
OPEN ALTERNATE #4	1/3/2024	<b>1 YEAR</b>	12/31/2024

**ENVIRONMENTAL COMMISSION – SCHEDULE D**

NAME	APPT DATE	TERM	TERM EXPIRATION
DAVE PAUST MEMBER / CHAIR	10/8/2023	3 YEAR	12/31/2024
SMRITA CHOUBEY MEMBER / VICE CHAIR	1/3/2024	<b>3 YEAR</b>	12/31/2026
DEBRA NATYZAK OSADCA	1/3/2024	<b>1 YEAR</b>	12/31/2024

MEMBER / LIAISON			
OPEN MEMBER	1/3/2023	3 YEAR	12/31/2025
ALAN DECAROLIS MEMBER	1/3/2024	<b>3 YEAR</b>	12/31/2026
OPEN ALTERNATE #1	1/3/2023	2 YEAR	12/31/2024
OPEN ALTERNATE #2	1/3/2024	2 YEAR	12/31/2025

**FARMLAND PRESERVATION COMMITTEE – SCHEDULE E**

NAME	APPT DATE	TERM	TERM EXPIRATION
MARTIN CONNOR LUB LIAISON / V. CHAIR	1/3/2024	<b>1 YEAR</b>	12/31/2024
ALAN DECARLOIS ENV. LIAISON	1/3/2024	<b>1 YEAR</b>	12/31/2024
KEITH RAMOS TOWNSHIP LIAISON	1/3/2024	<b>1 YEAR</b>	12/31/2024
CHARLES SCHAFFER CITIZEN / CHAIR	1/3/2024	<b>1 YEAR</b>	12/31/2024
RICK ROGERS CITIZEN	1/3/2021	3 YEAR	12/31/2024
RICH DERICKS ALTERNATE #1	1/3/2024	<b>3 YEAR</b>	12/31/2026
OPEN ALTERNATE #2	1/3/2022	3 YEAR	12/31/2025

**MUNICIPAL ALLIANCE – SCHEDULE F**

2024 Representative	Term	Position
DEBRA NATYZAK OSADCA	1 Year	Township Comm Appt
DEANNA SOLDANO	1 Year	PTO member (Frel)
JUSTIN STANLEY	1 Year	Recreation Liaison
DONNA ZILBERFARB	1 Year	Coordinator
TRICIA COWELL	1 Year	Member (Blairstown)
KRISTIN SHIPPS	1 Year	Member (Blairstown)
OPEN	1 Year	Member (Blairstown)
OPEN	1 Year	Member (Blairstown)
OPEN	1 Year	Member (Frelinghuysen)
JARLYN VERAS	1 year	BOE or Superintendent
DORIS POYER	1 Year	Senior Citizen Rep (Frel)
	1 Year	Local Civil Organization
PASTOR MARC	1 Year	Directly affected by abuse or addiction

**RECREATION COMMITTEE – SCHEDULE G**

NAME	APPT DATE	TERM	TERM EXPIRATION
DEBRA NATYZAK OSADCA TC LIASON / MEMBER	1/3/2024	<b>1 YEAR</b>	12/31/2024
JUSTIN STANLEY MEMBER / CHAIR	01/3/2022	3 YEAR	12/31/2024
AMY WINFIELD MEMBER	1/3/2023	3 YEAR	12/31/2025
CHRIS PARTIKA MEMBER	1/3/2024	<b>3 YEAR</b>	12/31/2026
HEATHER HASSELMAN MEMBER / V. CHAIR	1/3/2024	<b>3 YEAR</b>	12/31/2026
JAIME ALLEYNE MEMBER	1/3/2024	<b>3 YEAR</b>	12/31/2026
CHRISTINE PILKINGTON MEMBER	1/18/2022	3 YEAR	12/31/2024
KEITH RAMOS ALTERNATE #1	1/3/2024	2 YEAR	12/31/2025
OPEN ALTERNATE #2	1/3/2024	1 YEAR	12/31/2024

**OPEN SPACE COMMITTEE – SCHEDULE H**

NAME	APPT DATE	TERM	TERM EXPIRATION
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MARTIN CONNOR LUB LIAISON / CHAIR	1/3/2024	1 YEAR	12/31/2024
AMY WINFIELD RECREATION LIAISON	1/3/2023	1 YEAR	12/31/2024
ALAN DECAROLIS ENV. LIAISON	1/3/2024	1 YEAR	12/31/2024
KEITH RAMOS TOWNSHIP LIAISON	1/3/2024	1 YEAR	12/31/2024
WENDY BUTTGEREIT CITIZEN	1/3/2024	3 YEAR	12/31/2026
CHARLES SCHAFFER ALTERNATE #1	1/3/2024	3 YEAR	12/31/2026
DAN CARSON ALTERNATE #2	1/3/2024	3 YEAR	12/31/2026

**RESOLUTIONS:**

*Resolutions #1-15 were motioned on consent agenda. All motions are included within each resolution.*

**#2024-01 SETTING MEETING DATES FOR FRELINGHUYSEN TOWNSHIP COMMITTEE WHEREAS,** Section 12 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year, not later than January 10<sup>th</sup> of such year, every public body shall post and mail to newspapers designated by said body, a schedule of the location, time and date of each meeting of said body during the succeeding year.

**NOW, THEREFORE BE IT RESOLVED,** by the Frelinghuysen Township Committee that the regular public meetings of the Frelinghuysen Township Committee will be held on the third Wednesday of each month at 6:00 p.m. at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey. The full regular meeting schedule is as follows: **REGULAR MEETING DATES FOR 2024**

January 17, 2024	July 17, 2024
February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 15, 2024	*November 13, 2024
June 19, 2024	December 18, 2024

**BE IT FURTHER RESOLVED,** that the following dates during the calendar year of 2024 are hereby designated as the workshop meetings of the Mayor and Committee of the Township of Frelinghuysen, to be held on an as needed basis at 6 pm at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey.

**WORKSHOP MEETING DATES FOR 2023**

January 10, 2024	July 10, 2024
February 14, 2024	August 14, 2024
March 13, 2024	September 11, 2024
April 10, 2024	October 9, 2024
May 8, 2024	*November 18, 2024
June 12, 2024	December 11, 2024

**BE IT FURTHER RESOLVED,** that the following date during the calendar year of 2024 are hereby designated as the budget meeting of the Mayor and Committee of the Township of Frelinghuysen, to be held on an as needed basis. **BUDGET MEETING DATES FOR 2023**

February 7, 2024	February 14, 2023
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**BE IT FURTHER RESOLVED,** that unless otherwise specified, all budget meetings will be held at 6:00 p.m. at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey. Budget meetings may be subject to cancellation. Formal action may be taken at any regular, workshop, or budget meeting. Executive sessions may be conducted by the governing body at these meetings. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC *\*Denotes change in meeting dates due to the League of Municipalities Conference.*

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		x			
Mrs. Osadca			x			
Mr. Ramos			x			
Mr. Stock		x	x			
Mr. Stracco			x			

**#2024-02 BE IT RESOLVED,** by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey that the following resolution be adopted: Monthly department reports are required from the Tax Assessor, Tax Collector, Chief Finance Officer, Building Department, Zoning Officer, Warren County Health Department, Belvidere Court and Animal Licensing Official to be given to the Clerk one week prior to the Township Committee meeting. The Township Clerk, Building Department, Zoning Officer, and the Animal Licensing Official shall turn over monies collected to the Township Clerk to be deposited. The Lakeland Bank is depository for monies collected by the Tax Collector, Chief Finance Officer, Zoning Officer, Animal Licensing Official, Building Department, COAH, Small Cities and Township Clerk. The Lakeland Bank is the depository for monies collected by the Chief Finance Officer for escrow account. The Tax Collector is authorized to issue tax search requests. The Tax Assessor is authorized to issue certified list of property owners. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		x			
Mrs. Osadca			x			

Mr. Ramos			x			
Mr. Stock		x	x			
Mr. Stracco			x			

**#2024-03 TEMPORARY APPROPRIATIONS FOR OPERATING PURPOSES WHEREAS**, 40A:4-19 Local Budget Act provides that (where any contracts, commitments or payments are to be made prior to the final adoption of the 2024 budget) temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and **WHEREAS**, the date of this resolution is within the first thirty days of 2024, and **WHEREAS**, the total appropriations in the 2023 budget, less appropriations made for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

GENERAL \$1,529,556.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2023 budget less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2022 budget is as follows:

GENERAL \$401,508.00

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Frelinghuysen Township, County of Warren that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for her records. **CERTIFICATION:** I, Donna M. Zilberfarb, RMC, hereby certify that the above is a true and correct copy of a resolution adopted by the governing body of the Township of Frelinghuysen at a meeting held on January 3, 2024. Donna Zilberfarb, Municipal Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		x			
Mrs. Osadca			x			
Mr. Ramos			x			
Mr. Stock		x	x			
Mr. Stracco			x			

**#2024-04 RESOLUTION SETTING THE OPEN SPACE TAX FOR 2024 WHEREAS**, section 2-39.3 of the Ordinances of the Township of Frelinghuysen requires that the Open Space tax for the year 2023 be set at or before the meeting when the budget is adopted; and **WHEREAS**, the Township Committee of the Township of Frelinghuysen desires to establish a \$0.02 cent open space tax per \$100.00 of ratable for each and every taxable property located within the Township. **NOW, THEREFORE BE IT RESOLVED**, that the 2023 Open Space Tax is hereby established at \$0.02 cents per \$100.00 of ratable pursuant to Section 2-39.2. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-05 RESOLUTION APPOINTING TOWNSHIP PROFESSIONALS WHEREAS**, there exists a need for various Township Professionals; **WHEREAS**, the Local Public Contracts law (N.J.S.A.40A:11-1 et. seq.) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised. **WHEREAS**, the following award is for a contract that is not in excess of \$44,000 as certified by the Chief Finance Officer of the Township of Frelinghuysen, and pursuant to N.J.S.A.19:44A-20.4, may be awarded by the Township Committee. **NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey as follows:

1. The Mayor and Clerk are hereby authorized to execute an agreement with the following for the term indicated:

The Land Conservancy of New Jersey Land Consultants 1 year  
 Wilentz, Goldman & Spitzer Bond Counsel 1 year

2. This contract is awarded without competitive bidding as a “Professional Services” under the provisions of the Local Public Contracts Law because these are recognized professionals licensed and regulated by law and it is not feasible to obtain competitive bids.

3. A copy of this resolution shall be published in the New Jersey Herald as required by law, within ten days of its passage. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	X		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		X	X			
Mr. Stracco			X			

**#2024-06 RESOLUTION AUTHORIZING SIGNATURES ON TOWNSHIP CHECKS WHEREAS**, it is necessary and appropriate to designate the Frelinghuysen Township officials who are authorized to sign checks on behalf of the township. **NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Committee of the Township of Frelinghuysen that the following Frelinghuysen Township officials are authorized to sign checks where multiple signatures are required: Mayor – Keith Ramos; Deputy Mayor – Christopher Stracco; Municipal Clerk - Donna Zilberfarb; Chief Finance Officer- Ashley Wilson. **BE IT FURTHER RESOLVED**, that signature cards with the signatures of the persons authorized to sign be forwarded to all Township depositories. This resolution shall take effect as provided by law. **CERTIFICATION** I, Donna

Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-07** WHEREAS, the Township Committee needs to designate two official newspapers for the legal advertising of legal ads for the township. NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen that the New Jersey Herald hereby be designated as the official newspaper and The Express-Times, Thursday edition as the secondary newspaper of the Township of Frelinghuysen for the year 2024. BE IT FURTHER RESOLVED, that the bulletin board in the Municipal Building, 210 Main Street, Johnsonburg, New Jersey is designated as the place where all official notices are to be posted. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024

Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	X		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		X	X			
Mr. Stracco			X			

**#2024-08 RESOLUTION AUTHORIZING THE INTEREST RATE/GRACE PERIOD/YEAR-END PENALTY** WHEREAS, N.J.S.A.54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, assessments, or other municipal charges. NOW, THEREFORE BE IT RESOLVED, by the governing body of Frelinghuysen Township that the rate of interest on unpaid taxes shall be eight percent (8%) per annum on the first One Thousand Five Hundred (\$1,500.00) Dollars of delinquency and 18 percent per annum on any amount in excess of One Thousand Five Hundred (\$1,500.00) Dollars to be calculated from the date the tax was payable until the date of actual payment, provided that no interest shall be charged if payment of any installment is made on or before the tenth calendar day following the date upon which the same became payable; and **BE IT FURTHER RESOLVED**, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the calendar year, the tax collector shall also collect a penalty of six (6) percent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars. **BE IT FURTHER RESOLVED**, that the Municipal Clerk provide a certified copy of this resolution to the Tax Collector. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-09 RESOLUTION AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACTS PURSUANT TO NON-FAIR AND OPEN PROCESS (TOWNSHIP ATTORNEY AND TOWNSHIP ENGINEER)** WHEREAS, the Township of Frelinghuysen has determined that it shall use a fair and open process to acquire certain professional services in accordance with the provisions of N.J.S.A. 19:44A-20.5; and WHEREAS, N.J.S.A. 19:44A-20.5 provides that contracts awarded through a non fair and open process may be awarded based on price and other factors; and WHEREAS, it has been determined and certified that the value of these services are likely to exceed \$17,500; and WHEREAS, the Township Attorney and Township Engineer are hereby awarded one (1) year contracts, to commence on January 1, 2024 and terminate on December 31, 2024; and WHEREAS, each of the professional named herein submitted responsive and responsible proposals, price and other factors considered, to provide professional services, and each has provided a Business Entity Disclosure Certification, the terms of which are incorporated herein; and WHEREAS, funding for these contracts shall be encumbered by the Frelinghuysen Township Chief Finance Officer. NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey as follows: 1. The Mayor and Clerk are hereby authorized to execute agreements for professional services, awarded pursuant to a non fair and open process, to the following, which services shall be performed in accordance with the terms and conditions contained in the supplemental documents which are on file in the Office of the Township Clerk.  
 Richard Beilin Township Attorney 1 year  
 Edward Wacks & Associates, LLC, d/b/a Wacks, DeBona, Beilin & Weber  
 Paul Sterbenz Township Engineer 1 year  
 Colliers Engineering & Design

2. A copy of this resolution shall be published in the New Jersey Herald as required by law, within ten days of its passage. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		x			
Mrs. Osadca			x			
Mr. Ramos			x			
Mr. Stock		x	x			
Mr. Stracco			x			

**#2024-10 TOWNSHIP OF FRELINGHUYSEN COUNTY OF WARREN STATE OF NEW JERSEY RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES-MUNICIPAL AUDITOR** WHEREAS, the Township of Frelinghuysen has a need to acquire a municipal Auditor as a non-fair and open contract pursuant to provisions of *N.J.S.A. 19:44A-20.5*; and, **WHEREAS**, the Chief Financial Officer 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; and, **WHEREAS**, ARDITO & CO., LLP has submitted a proposal, indicating they will provide the auditor services for the anticipated fee of \$31,078 (including court); and, **WHEREAS**, ARDITO & CO., LLP has completed and submitted a Business Entity Disclosure Certification which certified that ARDITO & CO., LLP has not made any reportable contributions to a political or candidate committee in the Township of Frelinghuysen in the previous one year, and that the contract will prohibit ARDITO & CO., LLP from making any reportable contributions through the term of the contract; and, **WHEREAS**, the required certificate for the availability of funds has been filed by the chief financial officer providing that legally appropriated balances are available to cover the amount of the contract as required by N.J.A.C. 5:30-14.5 and that fees for the aforementioned auditing and non-auditing services shall be made available by appropriate inclusion in either an annual municipal budget which includes current, revenue sharing and utility provisions, by budget amendments for Federal program spending or by inclusion in an appropriate bond ordinance. **NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Frelinghuysen, authorizes the Mayor and Clerk of the Township of Frelinghuysen to enter into a contract with ARDITO AND CO., LLP as described herein as auditors on and in behalf of the Township of Frelinghuysen for the year 2024; and, **BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and Determination of Value be placed on file with this resolution; and, **BE IT FURTHER RESOLVED** that a notice of this action shall be printed once in a legally designated publication. **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-11 WHEREAS**, the Township requires the provision of specific payroll-related services for the officers and employees of the Township of Frelinghuysen; and **WHEREAS**, the services previously provided by, or to be provided by, R&L on behalf of the Township of Frelinghuysen and which are anticipated for the Term of this Agreement are set forth in the agreement attached, **NOW THEREFORE BE IT RESOLVED**, by the Mayor and Committee of the Township, that the Mayor and Clerk are hereby authorized to execute the payroll agreement between Frelinghuysen Township and R & L Data Payroll per the terms of the agreement. This Resolution shall take effect according to law. Dated: January 3, 2024 **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of Frelinghuysen Township, Warren County do hereby certify the above to be a true copy of a resolution adopted by the Frelinghuysen Township Committee at their meeting of January 3, 2024 Donna Zilberfarb, Municipal Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-12 FORM 1B WHEREAS**, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey. **WHEREAS**, The Township Council of the Township of Frelinghuysen County of Warren, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and, **WHEREAS**, the Township Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and, **WHEREAS**, the Township Council has applied for funding to the Governor's Council on Alcoholism and Drug Abuse through the County of Warren; **NOW, THEREFORE, BE IT RESOLVED** by the Township of Frelinghuysen, County of Warren, State of New Jersey hereby recognizes the following:

1. The Township Council does hereby authorize submission of a strategic plan for the North Warren Municipal Alliance grant for fiscal year 2024 in the amount of:

DEDR	\$704.00
Cash Match	\$176.00
In-Kind	\$528.00

- The Township Council acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.

APPROVED: Keith Ramos, Mayor **CERTIFICATION** I, Donna Zilberfarb, Municipal Clerk of the Township of Frelinghuysen, County of Warren, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council on this 3<sup>rd</sup> day of January, 2024. Donna Zilberfarb, Municipal Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024 - 13 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 3, 2024. Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

GOVERNING BODY CERTIFICATION PURSUANT TO P.L. 2017, C.183 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" GROUP AFFIDAVIT FORM FOR MUNICIPALITIES AND COUNTIES **STATE OF NEW JERSEY COUNTY OF WARREN We, members of the governing body of the Township of Frelinghuysen being duly sworn according to law, upon our oath depose and say:**

- We are duly elected (or appointed) members of the Mayor and Township Committee of Township of Frelinghuysen in the county of Warren;
- Pursuant to P.L. 2017, c.183, we have familiarized ourselves with the contents of 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);
- We are familiar with the local unit's hiring practices as they pertain to the consideration of an individual's criminal history;
- We certify that the local unit's hiring practices comply with the above-referenced enforcement guidance.

KEITH RAMOS; CHRISTOPHER STRACCO; TODD MCPEEK; DEBRA NATYZAK OSADCA; ROBERT H. STOCK Sworn to and subscribed before me this 3<sup>rd</sup> day of JANUARY, 2024.

Notary Public of New Jersey Donna Zilberfarb Donna Zilberfarb, RMC

**#2024-14 RESOLUTION APPROVING PAYMENT OF BILLS FOR JANUARY 3<sup>RD</sup> MEETING 2024** 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 JANUARY 3<sup>RD</sup> MEETING 2024; 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. Donna M. Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**#2024-15 RESOLUTION TO APPOINT PERSONNEL OF THE PUBLIC WORKS DEPARTMENT** WHEREAS, the Department of Public Works for the Township of Frelinghuysen shall have charge of and



supervision over the care, maintenance and construction of all streets, alleys and public ways; the construction, operation and maintenance of all storm-water and sanitary sewers, and all street gutters and drains and the appurtenances thereto; and WHEREAS, the Department of Public Works consist of the Director of Public Works and shall be under the immediate control and direction of a Township Committeeman in charge of public works, who shall be designated as “Director of Public Works” and who shall be subject and subordinate to the ultimate control and direction of the Township Committee. NOW, THEREFORE BE IT RESOLVED, that Todd McPeek shall be appointed as “Director of Public Works” for the year 2024. Donna Zilberfarb, RMC

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek	x		X			
Mrs. Osadca			X			
Mr. Ramos			X			
Mr. Stock		x	X			
Mr. Stracco			X			

**2024-16 RESOLUTION AUTHORIZING ADDENDUM TO AGREEMENT WITH BLAIRSTOWN HOSE COMPANY NO. 1 FOR PROVISION OF FIRE PROTECTION SERVICES**

WHEREAS, the governing body of a municipality may enter into a contract with another local unit for the sharing of services within their jurisdictions of any service which either local unit is empowered to render within its own jurisdiction pursuant to N.J.S.A. 40A:65-1, et seq., known as the Uniform Shared Services and Consolidation Act; and WHEREAS, on December 8, 2021, the Township of Frelinghuysen entered into an Agreement for the Provision of Fire Protection Services (the “Agreement”) with Blairstown Hose Company No. 1, pursuant to which Blairstown Hose Company No. 1 provides fire protection and coverage to a portion of the Township of Frelinghuysen, on the terms and conditions set forth in the Agreement between the parties; and WHEREAS, the Frelinghuysen Township Committee has determined that entering into an Addendum to the Agreement will be beneficial to the Township and its residents. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Frelinghuysen, Warren County, New Jersey as follows:

1. The Mayor and Clerk of Frelinghuysen Township are hereby authorized to execute an Addendum to the Agreement with Blairstown Hose Company No. 1 for Fire Protection Services, in a form acceptable to the Township Attorney.
2. A copy of the Addendum and the Agreement shall be open to public inspection at the Frelinghuysen Township Municipal Building immediately after passage of this resolution.
3. Pursuant to N.J.S.A. 40A:65-5, the Agreement shall take effect upon the adoption of this resolution and of a resolution by Blairstown Hose Company No. 1, and execution of the Agreement.
4. This resolution shall take effect according to law. CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Frelinghuysen Township Committee at a meeting held on January 3, 2024. DONNA ZILBERFARB, Clerk

	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Mr. McPeek						x
Ms. Natyzak			x			
Mr. Ramos			x			
Mr. Stock		x	x			
Mr. Stracco	x		x			

**ORDINANCES:**

**#2024-01 CALENDAR YEAR 2024 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET**

**APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14) WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to **2.5%** unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and, **WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and, **WHEREAS**, the Township Committee of the Township of Frelinghuysen in the County of Warren finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and, **WHEREAS**, the Township Committee hereby determines that a **1.0%** increase in the budget for said year, amounting to **\$9,055.07** in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and, **WHEREAS** the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years. **NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Frelinghuysen, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the Township of Frelinghuysen shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to **\$31,692.75**, and that the CY 2024 municipal budget for the Township of Frelinghuysen be approved and adopted in accordance with this ordinance; and, **BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and, **BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and, **BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption. CERTIFICATION I, Donna Zilberfarb, Municipal Clerk of the Township of Frelinghuysen do hereby certify the above to be a true copy introduced by the Frelinghuysen Township Committee at a meeting held on January 3, 2024 and will be considered for adoption on final reading at the meeting of the Frelinghuysen Township Committee held on

February 21, 2024 at 6:00 pm at the Municipal Building, 210 Main Street, Johnsonburg, New Jersey. Donna Zilberfarb, RMC **Roll Call Vote Introduction:** Mr. McPeek - yes; Mrs. Osadca – yes; Mr. Ramos – yes; Mr. Stock - yes  
Mr. Stracco – yes;

**CONTRACTS AND AGREEMENTS:**

Mr. Ramos explained the contracts and agreements for each and how they compared to 2023. A few increased and majority remained the same.

Motion was made by Mr. Stracco for a consent agenda approving all 2024 agreements including the 2024 interlocal agreement, seconded by Mr. McPeek. All were in favor.

**OLD BUSINESS:**

There was no old business discussed.

**NEW BUSINESS:**

- Motion was made by Mr. McPeek to approve the 2024 Holiday Schedule, seconded by Mr. Stock. All were in favor

**OPEN MEETING TO THE PUBLIC:**

Motion was made by Mr. McPeek, seconded by Mr. Stock limiting it to 20 minutes to open meeting to the public. All were in favor. Spoke were:

- Loren Greco asked what the check for Jhonny was for. Mr. Ramos explained it was for reimbursement for some of his training.
- Dan Kohuth voiced his opinion on the meeting times and wished they were later. He also asked what the status of the contract for Hope fire department was. Mr. Ramos stated there was no status.
- Mr. Kohuth asked the status of FTVFD. Mr. Ramos explained they are awaiting Department of Fire Safety at this time. Mr. Kohuth asked what they were waiting for. Mr. Ramos did not answer.

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

**ADJOURNMENT:**

There being no further business, motion was made by Mr. Stock, seconded by Mr. McPeek to adjourn the meeting at 3:13 p.m. All were in favor.

Respectfully submitted,

Donna Zilberfarb, RMC