

MINUTES OF WORK MEETING OF DECEMBER 9, 2020

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, December 9, 2020 and as called to order at 7:02 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, Committeeman Todd McPeek (7:07), and Municipal Clerk Donna Zilberfarb.

RESOLUTIONS:

#2020-71 RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND WHEREAS, Frelinghuysen Township is a member of the Morris County Municipal Joint Insurance Fund; and WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Municipality and the Fund; and WHEREAS, the Municipality desires to renew said membership; NOW THEREFORE, be it resolved as follows:

1. Frelinghuysen Township agrees to renew its membership in the Morris County Municipal Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Morris County Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

This Resolution agreed to this 16th day of December, 2020 by a vote

of: 4 Affirmative
0 Negative (DESIDERIO ABSENT)

MAYOR, ATTEST, **MORRIS COUNTY MUNICIPAL JOINT INSURANCE FUND**

ROLL CALL VOTE

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Mr. Boynton		X	X			
Mr. Desiderio						X
Mr. McPeek			X			
Mr. Ramos	X		X			
Mr. Stracco			X			

#2020-90 RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES MANUAL WHEREAS, it is the policy of the Township of Frelinghuysen to treat

employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Earned Sick Leave Law and the Open Public Meeting Act; and WHEREAS, the Frelinghuysen Township Mayor and Committee have determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations. NOW, THEREFORE, BE IT RESOLVED

by the Mayor and Township Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey that the Personnel Policies and Procedures Manual attached hereto is hereby adopted, together with the attached Appendices. IT IS FURTHER RESOLVED that these personnel policies and procedures shall apply to all Frelinghuysen Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail. IT IS FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Frelinghuysen Township and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township Mayor and Committee. IT IS FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for Frelinghuysen Township shall operate under the legal doctrine known as "employment at will." IT IS FURTHER RESOLVED that the Mayor and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Committee and the Township Attorney shall assist the Mayor in the implementation of the policies and procedures in this manual. CERTIFICATION I, Donna Zilberfarb, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a Resolution adopted by the Mayor and Committee of the Township of Frelinghuysen at a meeting held on December 9, 2020.

ROLL CALL VOTE:

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Mr. Boynton			X			
Mr. Desiderio						X
Mr. McPeek	X		X			
Mr. Ramos		X	X			
Mr. Stracco			X			

#2020-91 RESOLUTION ADOPTING A DOMESTIC VIOLENCE POLICY

WHEREAS, on or about October 15, 2019, the New Jersey Civil Service Commission issued a Statewide Domestic Violence Policy ("CVP") for Public Employers, which is attached hereto; and WHEREAS, pursuant to N.J.S.A. 11A:2-6a(b)(1), "The [Civil Service Commission] shall develop a uniform domestic violence policy, which all public employers shall adopt and distribute to their employees, regardless of whether a public employer is subject to the provisions of Title 11A, Civil Service, of the New Jersey Statutes;" and WHEREAS, the Township of Frelinghuysen seeks to update its Personnel Policies and Procedures Manual to comply with N.J.S.A. 11A:2-6a(b)(1). NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of The Township of Frelinghuysen, County of Warren, State of New Jersey that the Township of Frelinghuysen Policies and Procedures Manual is updates as follows:

1. The Statewide DVP (a copy of which is attached hereto) shall be referenced and adopted in the Township of Frelinghuysen Personnel Policies and Procedures Manual.

2. The Township of Frelinghuysen Personnel Policies and Procedures Manual shall designate the Township Clerk as the primary Human Resources Officer and Mayor as the secondary Human Resources Officer for purposes of the DVP.

3. The Table of Contents of the Personnel Policies and Procedures Manual shall be updated to reflect the inclusion of the Township's adoption of the DVP.

IT IS FURTHER RESOLVED that a copy of the updated Township of Frelinghuysen Personnel Policies and Procedures Manual is on file with the Township Clerk's office; and IT IS FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Township Clerk for distribution to all Township employees.

CERTIFICATION I, Donna Zilberfarb, hereby certify that the foregoing Resolution is a true, complete and accurate copy of a Resolution adopted by the Township Committee of the Township of Frelinghuysen at a meeting held on December 9, 2020.

ROLL CALL VOTE:

	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Mr. Boynton			X			
Mr. Desiderio						X
Mr. McPeek	X		X			
Mr. Ramos		X	X			
Mr. Stracco			X			

COMMITTEE REPORTS:

Motion was made by Mr. Boynton to hold the Committee reports to the December 16, 2020 meeting, seconded by Mr. Ramos. All were in favor.

OLD BUSINESS:

Mr. Ramos explained the changes that were made in the employee handbook discussed and Mr. Boynton and Ms. Zilberfarb asked for some clarification on a few things. After discussion, the committee was prepared to move forward with adoption of the employee handbook. See Resolutions 2020-90 and 2020-91. Employee handbooks will be handed out to all employees next week and at the December 16th regular meeting by Ms. Zilberfarb and all employees/committee members will sign upon receipt.

NEW BUSINESS:

Sandy Urgo, the land conservancy, discussed Hidden Woods Farm and the current issue of the right of way (ROW). Currently there is a ROW on Camp Wasigan Road of 25 feet that is being asked to be the landowner needs to be dedicated. The total amount of cost would be approximately \$2,490.00. The homeowner is willing to dedicate this to the town and have no cost to the township. Ms. Urgo stated that an email or letter from the town stating the 25 foot ROW is correct for this portion of Camp Wasigan Road. After discussion, a motion was made by Mr. Ramos to authorize the Clerk and Ms. Urgo to move forward to SADC and the county to show that Hidden Woods Farm for the ROW is 25 feet pursuant to the survey by Doug Dykstra and the 25 feet is satisfied, seconded by Mr. McPeck. All were in favor. Mr. Desiderio was absent. Ms. Urgo will send an email to Ms. Zilberfarb for authorization of the above.

OPEN MEETING TO THE PUBLIC:

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

There was no public

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

ADJOURNMENT:

There being no further business, motion was made by Mr. Boynton, seconded by Mr. Ramos to adjourn the meeting at 7:44 p.m. All were in favor.

Respectfully Submitted,

Donna Zilberfarb, RMC