

MINUTES OF BUDGET/WORK MEETING OF FEBRUARY 10, 2021

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, February 10, 2021 and as called to order at 7:00 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 via zoom were: Mayor Chris Stracco, Deputy Mayor Keith Ramos, Committeeman David Boynton, Frank Desiderio (Absent), Committeeman Todd McPeek, CFO Danette Dyer, and Municipal Clerk Donna Zilberfarb.

RESOLUTIONS:

AMENDED RESOLUTION #2021-18 RISK MANAGEMENT CONSULTANT'S AGREEMENT THIS AGREEMENT entered into this 1st 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. The CONSULTANT shall be paid by the JIF on behalf of the MUNICIPALITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the MUNICIPALITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the MUNICIPALITY's assessment.
 - b. 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.
 - c. 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.

ATTEST:
 Donna Zilberfarb, Municipal Clerk
ATTEST:

MUNICIPALITY:
 Chris Stracco, Mayor
CONSULTANT:
 Bob LaSalla, SB1 insurance Agency

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

#2021-21 RESOLUTION AUTHORIZING THE MUNICIPAL COURT OF THE TOWNSHIP OF FRELINGHUYSEN TO ENGAGE A MUNICIPAL JUDGE, PROSECUTOR AND OTHER COURT PERSONNEL WHEREAS, the Township of Frelinghuysen, Warren County, New Jersey, has entered into an interlocal municipal services agreement for the creation of a shared municipal court with the Town of Belvidere; and **WHEREAS**, this court is known as the Municipal Court of the Township of Frelinghuysen; and **WHEREAS**, the Municipal Court requires the services of a Judge for the term January 1, 2021 to December 31, 2023; and **WHEREAS**, pursuant to the Interlocal Services Agreement, the Municipal Court of Frelinghuysen appoints the Judge appointed by the Town of Belvidere as the lead agency. **NOW, THEREFORE BE IT RESOLVED** by the Mayor and Committee of the Township of Frelinghuysen, County of Warren, State of New Jersey, that the following Court appointment for Judge be and hereby are made for the Municipal Court of the Township of Frelinghuysen for Calendar Year 2021-2023, and Resolution No. 2021-15 is amended accordingly:

Municipal Court Judge – Honorable Nicole Lenar

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 February 10, 2021.

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

Mr. Ramos		X	X			
Mr. Stracco			X			

#2021-22 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 February 10, 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			

OLD BUSINESS:

- Mr. Ramos updated the committee on the salt shed. It will be going out to bid with a bid opening of March 4th at 11 am. Mr. Boynton expressed his concerns about the 90 day waiting period before starting. Mr. Ramos and Mr. McPeek expressed concerns about the demolition as there may be spring sports starting during that time. Mr. Ramos will coordinate with sports schedule as well. Mr. Sterbenz will be at the March work session. He also commented that this is the furthest the town has been with the salt shed and is confident on completing this project.
- Remote meeting protocol was held until regular meeting on February 17th.

NEW BUSINESS:

- The Greco Lawn Care Agreement was discussed and a motion was made by Mr. McPeek to approve the Greco Lawn Care Agreement for snow services, seconded by Mr. Boynton. Roll call vote: Mr. Boynton-yes; Mr. Desiderio-absent; Mr. McPeek-yes; Mr. Ramos-yes; Mr. Stracco-yes.
- 2021 Municipal Budget

Fire Departments were discussed and Mr. Boynton asked why Hope Fire had nothing. Ms. Dyer explained that we have received nothing from them and that they'd like to meet with the committee to discuss their needs. After discussion, it was determined that Ms. Dyer would reach back out to Mike Marino and invite him to the 17th meeting to discuss and ask to get information prior for committee to review.

Blairstown Hose Company asked for \$25,000 in capital last year which was up from last year by \$5,000.

Capital improvements and roads for paving were discussed.

- Ms. Zilberfarb will follow up with Mr. Sterbenz on the start of Greendell Road.
- Portion of Lanning Road from Carson's to Murphy's needs to be milled and paved. Ms. Zilberfarb will reach out to Mr. Sterbenz on pricing and possible timing with Greendell Road.
- Tar and Chip portion of Kerrs Corner Road from Mill/Mott Road to Lanning. Ms. Zilberfarb will get quotes from company and speak with Mr. Sterbenz regarding that phase of Kerrs Corner.
- Tar and Chip quotes will also be gotten for other roads that may or may not be completed this year in regards to funding.
- Discussion was had on equipment requested and after discussion it was determined that placing a concrete pad and extension on Morton building for holding equipment needed to be completed first. Will allocate

approximately \$40,000.00 for those needs for the municipal complex planning.

Capital improvements for infrastructure for broad band throughout the township was discussed and will allocated approximately \$10,000-20,000.

The committee discussed possibilities of grants that could be obtained to help with the municipal complex projects. Mr. Stracco discussed the USDA grants in the past that Mr. Sterbenz had looked into but the township did not fit the criteria.

Buildings and Grounds capital needs were discussed and Mr. Boynton will put together a proposal on costs for the town garage, town hall and rec center and have for the next budget meeting.

Salaries were discussed and Ms. Dyer explained that 2% was added to the budget for Salaries and wages across the board but individual salaries are determined with the resolution that is completed after the budget is approved.

An extra budget meeting was determined for the 23rd of February. Ms. Zilberfarb will advertise the added date and will have zoom links posted. Ms. Dyer will ask Anthony to join that meeting as the budget is near completed. Intro will be March 17th. Capital budget will be discussed at the February 23rd 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:

- Marty Connor had no comments except that he appreciated all the committee has been doing.

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

EXECUTIVE SESSION:

Motion was made by Mr. Boynton, seconded by Mr. Ramos 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 and litigation matters.

ADJOURNMENT:

There being no further business, motion was made by Mr. McPeek, seconded by Mr. Boynton to adjourn the meeting at 9:00 p.m. All were in favor.

Respectfully Submitted,

Donna Zilberfarb, RMC