

Mayor Dunwell called the Meeting of the Common Council of the Borough of Alpha to order at 7:00 p.m. on May 8, 2018.

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, 2018, 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 (arrived at 8:05 PM), Councilman Schwar, Councilman Seiss and Councilman Singleton. Absent; Councilwoman Grossman, Councilman Pettinelli.

#### *Public Comment:*

Tony Boulous, owner of the Almond Tree Manor, inquired about his fee for his mercantile license.

Tom Fey, East Boulevard, reminded the Mayor and Council of the memorial service taking place on May 20<sup>th</sup> at 2 pm, at the Alpha Memorial Park. He also advised that the National Night Out event is being sponsored by the Borough of Alpha and not the Phillipsburg Police Department.

#### *Approval of Minutes:*

Motion made by Councilman Schwar to approve the minutes from February 13, 2018, seconded by Councilman Singleton. Roll Call; Ayes: Schwar, Seiss, and Singleton. Nays: none.

Motion made by Councilman Schwar to approve the minutes from March 13, 2018, seconded by Councilman Seiss. Roll Call; Ayes: Schwar, Seiss, and Singleton. Nays: none.

At this time, Mayor Dunwell asked Councilman Singleton about the new process of approving minutes that he and the clerk have come up with. Councilman Singleton

explained that from now on, if there are any changes that need to be made to the minutes, they are to be addressed prior to the meeting. Councilman Schwar stated that previously any changes would go through the Director of Administration.

Motion made by Councilman Schwar to approve the minutes from March 27, 2018, seconded by Councilman Seiss. Roll Call; Ayes: Schwar, Seiss, and Singleton. Nays: none.

*Department Reports:*

*Administration, Councilman Singleton,* reported on the Code Officer report that there is a warrant out for arrest for the person who was stealing water due to a no show three times. Councilman Singleton also reported that the installation for the new GRAMCO recording system is up and ready to go. He also reported that the website kick off meeting is scheduled for June 7<sup>th</sup>. Councilman Singleton also reported that in speaking with the clerk, she would like to make a smooth interview process for future employment opportunities. In closing, Councilman Singleton approved all bills, salaries and wages for his department.

*Finance, Councilman Schwar,* reported that the PACE insurance meeting is scheduled for May 15<sup>th</sup> at 9:30. He also reported that last Monday, he and Councilman Pettinelli attended their second meeting for the Warren County elected officials. He stated that there was a presentation from Bill Johnson from JCP&L in regards to “response of storms” moving forward. Mr. Johnson stated during his presentation that he would like for the residents to go through our OEM coordinator in the event of power loss to prevent a mass amount of calls. Councilman Schwar commended our OEM coordinator, Todd Pantuso, on doing a good job. In closing, Councilman Schwar approved all bills, salaries and wages for his department.

Mayor Dunwell inquired with Councilman Schwar about our CFO working with our QPA on any purchasing done within the borough.

*Health & Welfare, Councilman Seiss*, reported on Councilman Pettinelli's behalf that there was no report to be given. In closing, Councilman Seiss approved all bills, salaries and wages for Councilman Pettinelli.

*Public Property, Councilman Singleton*, reported on Councilwoman Grossman's behalf that there was no report to be given. In closing, Councilman Singleton approved all bills, salaries and wages for Councilwoman Grossman.

*Public Safety, Councilman Seiss*, reported that he received an email from the Police Chief regarding an incident that occurred in the borough. He stated that the Chief only knows what has been reported in the newspaper. Councilman Seiss also reported that the speed sign has been approved and that Todd is working on quotes for that. He stated that once he gets the quotes he will send them to our QPA and then go from there. In closing, Councilman Seiss has approved all bills, salaries and wages for his department.

*Committee Reports:*

Mayor Dunwell reported that the sewer subcommittee meeting will be held at 6 pm on May 15<sup>th</sup> at the Senior Housing building in Phillipsburg.

*Professionals & Official Reports:*

*Mayor, Craig S. Dunwell*, stated that he does not have a report at this time. At this time, Mayor Dunwell addressed Mr. Boulos to comment on his question from public comment. He stated that there is an ordinance in effect for businesses in the borough to pay an annual municipal fee. Mayor Dunwell requested 30 minutes in executive session for contractual and litigation.

Motion made by Councilman Seiss to give the Mayor authorization to sign documents for the Recycling Coordinator that need to be sent to the state, seconded by Councilman Singleton. Roll Call; Ayes: Schwar, Seiss, and Singleton. Nays: none.

At this time, Mayor Dunwell commended Todd Pantuso on a job well done.

*Fire Department, Chief Sean McDyer,* reported that the fire department had 16 calls last month. He also reported that the fire department is all ready for the Memorial Day service on May 20<sup>th</sup>. He also inquired about the approval of the coin toss.

*OEM Coordinator, Todd Pantuso,* reported that he attended a meeting with JCP&L on the storm restoration process. He stated that the main issue they are having is communication. Mr. Pantuso also reported that he was approached by Steve Noll to set a lock down procedure in the library. He stated that he contacted the Police Chief about that.

*Attorney, Christopher Troxell,* had no report but requested 10 minutes in executive session for personnel and contractual.

*Engineer, Frank J. Seney,* was not present for the meeting. Mayor Dunwell read the engineer's report.

*Deputy Clerk, Helen Marino,* read a list of the clerk's office accomplishments.

*Code Enforcement, Thomas Fey,* stated that his report was read by Councilman Singleton.

*Second Public Comment:*

Tony Boulos, owner of the Almond Tree Manor, inquired about burning shrubs in his roaster. He also inquired about his liquor license.

Tom Fey, East Boulevard, inquired about the water moratorium being lifted.

Ed Hanics, Schley Avenue, inquired about bidding for Resolution 2018-75.

At this time, Mayor Dunwell requested 10 minutes in executive session for personnel.

*Executive Session:*

Councilman Schwar made a motion to approve the following resolution to go back into executive session for 50 minutes for contractual, litigation, and/or personnel. Motion seconded by Councilman Singleton, 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 50 minutes, allowing for a five (5) minute recess between the regular session and the executive session.

*Return to Regular Session:*

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

Motion made by Councilman Seiss to approve Resolution 2018-72, seconded by Councilman Cartabona. Roll Call; Ayes: Cartabona, Schwar, Seiss, and Singleton.

**RESOLUTION 2018 -72  
REFUND OF UNUSED ESCROW MONIES**

**WHEREAS**, the below listed developers have now completed their application before the Land Use Board, and

**WHEREAS**, a balance of unused monies remain in the developers' escrow account, and

**WHEREAS**, the proper professionals have authorized an escrow release, certifying the work to be complete and all professional payments have been made,

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Alpha hereby authorize the Certified Finance Officer to release the account balances below:

<u>Name &amp; Address</u>	<u>Account Number</u>	<u>Amount</u>
DR Horton, Inc 700 East Gate Drive Suite 110, Mt Laurel, NJ 08054	01-001	\$173.89
Brian Properties C/O Rocco Paternostro 8 Louis Court, Edison, NJ 08820	06-009	\$817.50
DR Horton, Inc 700 East Gate Drive Suite 110, Mt Laurel, NJ 08054	07-006	\$9.72
DR Horton, Inc 700 East Gate Drive Suite 110, Mt Laurel, NJ 08054	07-007	\$.02
Linde Electronic & Specialty Gases 80 Industrial Drive, Alpha, NJ 08865	12-003	\$266.00
Greta Machin	14-001	\$1,000.00

68 Glen Eagles Drive, Watchung, NJ 07069

Antonio Boulos 14-002 \$1,000.00  
Almond Tree Manor  
319 East Central Avenue, Alpha, NJ 08865

Andrew Mauceri 17-02 \$500.00  
ARM Construction Services, LLC  
988 Harmony Station Road, Phillipsburg, NJ 08865

Motion made by Councilman Schwar to approve Resolution 2018-73, seconded by Councilman Cartabona. Roll Call; Ayes: Cartabona, Schwar, Seiss, and Singleton.

**BOROUGH OF ALPHA**

**RESOLUTION 2018-73  
RESOLUTION AUTHORIZING THE MAYOR TO SIGN  
EASEMENT AGREEMENT AND LICENSE FOR BLOCK 100, LOT 3**

**WHEREAS**, the Borough of Alpha maintains its own municipal potable water system; and,

**WHEREAS**, the Borough intends to install a potable waterline through the edge of Block 100, Lot 3; and,

**WHEREAS**, the Mayor and Council of the Borough of Alpha believe an easement to allow the Borough to install and maintain the waterline, along with other utilities, is in the Borough’s best interests.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor is authorized to execute an easement agreement and license relating to the Borough’s waterline running through the edge of Block 100, Lot 3, wherein the Borough will be granted by the property owner a 20 ft. wide easement for utilities, said consideration being one dollar.

Motion made by Councilman Seiss to approve Resolution 2018-74, seconded by Councilman Singleton. Roll Call; Ayes: Cartabona, Schwar, Seiss, and Singleton.

**BOROUGH OF ALPHA**

**RESOLUTION 2018-74  
RESOLUTION AUTHORIZING THE MAYOR TO SIGN  
EASEMENT AGREEMENT AND LICENSE FOR BLOCK 100, LOT 3.01**

**WHEREAS**, the Borough of Alpha maintains its own municipal potable water system; and,

**WHEREAS**, the Borough intends to install a potable waterline through the edge of Block 100, Lot 3.01; and,

**WHEREAS**, the Mayor and Council of the Borough of Alpha believe an easement to allow the Borough to install and maintain the waterline, along with other utilities, is in the Borough’s best interests.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor is authorized to execute an easement agreement and license relating to the Borough’s waterline running through the edge of Block 100, Lot 3.01, wherein the Borough will be granted by the property owner a 30 ft. wide easement for utilities, said consideration being one dollar.

Motion made by Councilman Seiss to table Resolution 2018-75, seconded by Councilman Cartabona. Roll Call; Ayes: Cartabona and Seiss. Nays: Schwar and Singleton. Mayor Dunwell broke the tie by voting no.

Councilman Seiss expressed how he is concerned with the legalities of approving this Resolution.

Motion made by Councilman Schwar to approve Resolution 2018-75, seconded by Councilman Singleton. Roll Call; Ayes: Cartabona, Schwar, Seiss, and Singleton. Nays: none.

**RESOLUTION 2018-75  
RESOLUTION AWARDED SAVARY EXCAVATING  
RFQ – 2-2018, TREE AND STUMP REMOVAL**

**WHEREAS**, the Borough of Alpha sought quotes for goods and service through its Qualified Purchasing Agent as contained within RFQ 2-2018, in accord with the New Jersey Local Publics Contract Law N.J.S.A.40A:11-1 et. Seq., and;

**WHEREAS**, the Borough received quotes for service in response to the scope of work advertised within RFQ 2-2018; and

**WHEREAS**, Savary Excavating responded with the lowest quote that is deemed responsive and responsible to the tenets contained within the quote request; and

**WHEREAS**, it is the recommendation based upon the quoted response to award the Tree and Stump Removal contract to Savary Excavating in the quoted amount of \$9,750.00.

**NOW THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Alpha, County of Warren, State of New Jersey that the recommendation of the Qualified Purchasing Agent is accepted, and the contract award is to be awarded to Savary Excavating in the amount not to exceeded \$9,750.00 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 Schwar to approve Resolution 2018-76, seconded by Councilman Cartabona. Roll Call; Ayes: Cartabona, Schwar, Seiss, and Singleton. Nays: none.

**BOROUGH OF ALPHA  
RESOLUTION 2018-76  
SPECIAL SEWER COUNSEL**

**WHEREAS**, the Borough Council and Mayor have decided that the best interest of the Borough, Special Sewer Counsel should be retained; and

**WHEREAS**, the services of Special Sewer Counsel would be exempted from public bidding, and this retainer is awarded without competitive bidding as a “Professional Service” under provisions of the Local Public Contracts Law as provided by NJSA 40A:11-5 because it requires service performed by a person authorized by law to practice a recognized profession, and it is not possible to obtain competitive bids.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Alpha hereby appoint Attorney Joseph Tauriello, to be retained as Special Sewer Counsel, at the rate of \$175.00 per hour plus relevant costs.

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute said contract, and sign any documentation to effect same, and a copy of this resolution shall be published in the official newspaper of the Borough of Alpha as required by New Jersey law within 10 days of passage.

*Payment of Bills & Claims:*

Councilman Seiss made a motion to make the director’s report a part of the minutes. Councilman Singleton 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, Schwar, Seiss, and Singleton. Nays: none.

At this time, Councilman Schwar stated that he would like to add a bill for PACE insurance to the list in the amount of \$47,181.00.

Councilman Seiss made a motion to approve the amended bill list and for the CFO be authorized to pay all bills authorized by the director. Councilman Schwar seconded the motion. Roll Call: Ayes; Cartabona (with the exception of bill #18-00212 and #18-00268), Schwar, Seiss, and Singleton. Nays; none.

Councilman Schwar made a motion that the CFO be authorized to pay all salaries and wages approved by the director, Councilman Cartabona seconded. Roll call: Ayes; Cartabona, Schwar, Seiss, and Singleton. 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
17-00827	12/29/17	TONYSANC	TONY SANCHEZ LTD.	BONNELL PLOW MODEL #9ST31M4Q	Open	12,825.00	0.00
18-00021	01/18/18	ALBOA	ALPHA BOARD OF EDUCATION	2018 Local School Tax	Open	326,116.50	0.00
18-00022	01/18/18	STAP	STAPLES BUSINESS ADVANTAGE	FINANCE/CLERK/MAYOR SUPPLIES	Open	178.56	0.00
18-00059	01/30/18	WWSC	WATER WORKS SUPPLY COMPANY INC	MUELLER STORZ ADAPTER	Open	8,196.91	0.00
18-00080	02/08/18	CANNING	THE CANNING GROUP LLC	QPA SERVICES	Open	416.67	0.00
18-00166	03/13/18	STAP	STAPLES BUSINESS ADVANTAGE	CLERK/CLEANING SUPPLIES/PAPER	Open	474.42	0.00
18-00212	04/10/18	DEERCARC	DEER CARCASS REMOVAL SERVICE	DEER CARCASS REMOVAL	Open	38.00	0.00
18-00213	04/10/18	BSNSP	BSN SPORTS	TETHERBALL	Open	122.79	0.00
18-00215	04/11/18	CHLRN	CHLORINATOR & INSTRUMENT SERVI	DIAGNOSE LOSS OF VACUUM	Open	395.00	0.00
18-00235	04/18/18	GRAMCO	GRAMCO	RECORDING SYSTEM - ANNUAL	Open	1,045.00	0.00
18-00236	04/18/18	MCKEN	ELIZABETH C. MCKENZIE	COAH-3RD ROUND HOUSING ELEMENT	Open	437.50	0.00
18-00240	04/18/18	WORKS	WORKS DATA	SERVICE CALL	Open	255.00	0.00
18-00253	04/25/18	STAP	STAPLES BUSINESS ADVANTAGE	BINDERS/TABS--WATER/SEWER DEPT	Open	71.12	0.00
18-00256	04/26/18	GENER	GENERAL CODE LLC	eCode360 Annual Maintenance	Open	1,195.00	0.00
18-00258	04/26/18	METZE	METZ & SON ELECTRICAL, INC	REPAIR MOTION SWITCH	Open	204.76	0.00
18-00259	04/27/18	STAP	STAPLES BUSINESS ADVANTAGE	CLEANING/CLERK/FINANCE	Open	328.56	0.00
18-00260	04/27/18	STAP	STAPLES BUSINESS ADVANTAGE	COPIER PAPER/CLERK CABINET	Open	470.64	0.00
18-00261	04/27/18	STAP	STAPLES BUSINESS ADVANTAGE	CLERK SUPPLIES	Open	218.10	0.00
18-00262	04/27/18	STAP	STAPLES BUSINESS ADVANTAGE	COPIER PAPER/RUBBERBANDS	Open	115.01	0.00
18-00263	04/27/18	STAP	STAPLES BUSINESS ADVANTAGE	TAX COLLECTOR/FINANCE SUPPLIES	Open	253.66	0.00
18-00265	05/01/18	ACTION	ACTION DATA SERVICES	PAYROLL SERVICES 4/21/18	Open	134.03	0.00
18-00266	05/01/18	ACTION	ACTION DATA SERVICES	2018 QUARTER 1 FILING	Open	461.00	0.00
18-00267	05/01/18	EAS	EAS BY ACTION DATA	PAYROLL 4/21/18 /QTR 1 PENSION	Open	595.59	0.00
18-00268	05/01/18	ANIMA	ANIMAL CARE EQUIPMENT & SERV	SS POLE/POLY SLIP LEAD	Open	149.31	0.00
18-00269	05/01/18	JCPL	JCP&L	ELECTRICITY CHRGS APR/MAY 2018	Open	1,064.16	0.00
18-00270	05/02/18	DOG	NJ DEPT OF HEALTH & SENIOR SER	APR 2018 DOG LICENSE REPORT	Open	4.80	0.00
18-00271	05/02/18	QC	EUROFINS QC, INC.	WATER TESTING 3/20,4/16,19/18	Open	865.00	0.00
18-00273	05/02/18	EHLRI	EHRlich, INC.	PEST PROTECTION SERVICE - APR	Open	189.00	0.00
18-00275	05/02/18	ELIZGA	ELIZABETHOWN GAS	AYAA BUILDING - DEC-APR	Open	906.40	0.00
18-00276	05/02/18	LMR	LMR CLEANOUT & DISPOSAL	TRASH REMOVAL - APR-DEC	Open	13,000.00	0.00
18-00277	05/03/18	HEALTH	STATE OF NJ HEALTH BENEFITS	APR 2018 HEALTH BENEFITS	Open	2,865.33	0.00
18-00279	05/03/18	DOHERTY	DONALD DOHERTY, ESQ.	ATTORNEY FEES	Open	3,041.75	0.00
18-00280	05/04/18	ROCCO	BRIAN PROPERTIES	RES 18-72 CLOSE ESCROW 06-009	Open	817.50	0.00
18-00281	05/04/18	DRHORT	DR HORTON INC.	RES 18-72 CLOSE 3 ESCROW ACCTS	Open	183.63	0.00
18-00282	05/04/18	LINDE	LINDE ELECTRONIC & SPECIALTY	RES 18-72 CLOSE ESCROW 12-003	Open	266.00	0.00
18-00283	05/04/18	MACHING	GRETA MACHIN	RES 18-72 CLOSE ESCROW 14-001	Open	1,000.00	0.00
18-00284	05/04/18	BOULO	BOULOS, ANTONIO	RES 18-72 CLOSE ESCROW 14-002	Open	1,000.00	0.00
18-00285	05/04/18	MAUCERI	ANDREW MAUCERI	RES 18-72 CLOSE ESCROW 17-02	Open	500.00	0.00
18-00286	05/04/18	TRITE	DE LAGE LANDEN FINANCIAL SERV	COPIER LEASE 4/15/18-1/14/19	Open	144.59	0.00
18-00287	05/04/18	MOUNTAIN	MOUNTAIN SIDE LAWN CARE	2018 SEASON LAWN CARE SERVICE	Open	2,120.00	0.00
18-00288	05/04/18	CASTLE	CASTLE SEPTIC SERVICE CORP	TOILET RENTAL CHARGES--APR-OCT	Open	500.00	0.00
Total Purchase Orders: 41				Total P.O. Line Items: 0	Total List Amount: 383,166.29	Total Void Amount: 0.00	

At this time, Councilman Seiss stated that we have \$15,000.00 in the recycle fund that isn't being spent. He stated that Mr. Fey is going to send him a list of things we can buy with that money, such as using it towards the National Night Out event. Councilman Cartabona suggested using it for recycling signs for the borough.

Councilman Seiss also mentioned that damaged trees are being moved into the woods and it doesn't look good.

Councilman Cartabona stated that he received 7 applications for the hiring of DPW workers. Mayor Dunwell asked if we will be able to get someone hired by May 22<sup>nd</sup>. Councilman Cartabona also advised that he has not gotten quotes yet for removing trees at the Pursel Street water tower.

Mayor Dunwell stated that Remington and Vernick sent a drone to look at water towers and other properties in the borough.

Councilman Seiss also advised that the Route 519 pump station does have an address.

*Adjournment:*

Seeing no further business to come before Council, motion made by Councilman Singleton to adjourn this meeting at 9:14 pm, motion seconded by Councilman Cartabona, all were in favor.

Respectfully submitted,

Helen Marino

Deputy Clerk