

The meeting was called to order at 6:00 P.M.

Flag Salute

ROLL CALL: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach
Absent: Dineen

STATEMENT OF ADEQUATE NOTICE:

Mayor Kovach read the following statement: “Adequate notice of this meeting has been provided, indicating the time and place of the meeting and the proposed agenda, which notice was posted, made available to newspapers, and filed with the Clerk of the Town of Clinton in accordance with Section 3(d) of Chapter 231 of the Public Laws of 1975.”

Mayor Kovach welcomed the public to the meeting and explained how the meeting will be run by reading the following statement :

NJSA 10:4-8(b) authorizes municipalities to conduct public meetings through use of streaming services and other online meeting platforms. Recently adopted P.L. 2020, c.11 amends OPMA to clarify that in times of emergency public bodies may vote, accept public comment and cause a meeting to be open to the public via electronic means.

The Town of Clinton is using ZOOM Video Meetings. Please be aware that this meeting is being recorded for the public record.

We will continue to address all questions and comments for any topic that is not on the current agenda during public comments as well as comments during public hearings for any ordinances.

Please use the chat feature in ZOOM to indicate that you wish to be recognized for a comment or a question. You must provide your name and address to be recognized. You can also type in your questions. Feel free going forward to email councilmeeting@clintonnj.gov with any questions or concerns between meetings.

We ask that you keep your device muted until called upon by council. The meeting’s moderator may also mute participants.

The mayor and council will respond to all votes via roll call with the exception of opening and closing of public hearings will be a voice vote.

The Mayor and Council will respond to all votes by raising hands or via roll call.

Please feel free to reach out with a note at jkovach@clintonnj.gov anytime!

SWEARING IN OF COUNCILWOMEN JOHNSON AND KARSH

Mayor Kovach congratulated Councilwoman Megan Johnson and Councilwoman Rielly Karsh on their re-election. Both were sworn in by Clerk Covino on January 1, 2021. Terms to expire December 31, 2023.

REORGANIZATION: Mayor Kovach indicated that the resolutions will not be read in their entirety and will be voted on as a consent agenda for similar appointments. The resolutions are posted on the bulletin board and there are copies available for the public and the press. The minutes with resolutions are available on the website, clintonnj.gov

RESOLUTIONS 1 – 8 – PROFESSIONALS

A motion was made by Ms. Intrabartola, seconded by Ms. Johnson, to adopt Resolutions #1 through 8 as follows:

RESOLUTION #1-21 - APPOINTMENT OF MUNICIPAL ATTORNEY

RESOLUTION #1-21

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
RICHARD P. CUSHING of GEBHARDT & KIEFER
FOR MUNICIPAL ATTORNEY**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Gebhardt & Kiefer has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Gebhardt & Kiefer has completed and submitted a Business Entity Disclosure Certification which certifies that Gebhardt & Kiefer has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Attorney from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Gebhardt & Kiefer; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Gebhardt & Kiefer as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Richard P. Cushing of Gebhardt & Kiefer.

RESOLUTION #2-21 - APPOINTMENT OF MUNICIPAL ENGINEER

RESOLUTION #2-21

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
ROBERT CLERICO, P.E. of VAN CLEEF ENGINEERING
FOR MUNICIPAL ENGINEER**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that Van Cleef Engineering has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

RESOLUTION #3-21 – APPOINTMENT OF ALTERNATE TOWN ENGINEER

RESOLUTION #3-21

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
ANDREW S. HOLT, P.E., P.P. of SUBURBAN CONSULTING ENGINEERS, INC.**

FOR ALTERNATE TOWN ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Town Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Consulting Engineers, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Town Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

RESOLUTION # 4-21 – APPOINTMENT OF WATER CONSULTING ENGINEER

RESOLUTION # 4-21

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
ANDREW S. HOLT, P.E., P.P. of SUBURBAN CONSULTING ENGINEERS, INC.
FOR WATER CONSULTING ENGINEER**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Water Consulting Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Consulting Engineers, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Water Consulting Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Water Utility Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

RESOLUTION # 5-21 – APPOINTMENT OF SEWER ENGINEER

RESOLUTION # 5-21 RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH ROBERT CLERICO, P.E. of VAN CLEEF ENGINEERING FOR SEWER ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Sewer Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any reportable contributions to a political

or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Sewer Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Sewer Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Robert Clerico, P.E. of Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

RESOLUTION # 6-21– APPOINTMENT OF SEWER CONSULTING ENGINEER

RESOLUTION # 6-21 APPOINTMENT OF SEWER CONSULTING ENGINEER

WHEREAS, there exists a need for the retaining and hiring of consulting engineering services, and

WHEREAS, funds are or will be made for this purpose, as provided in the 2021 municipal budget, and

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 must be publicly advertised,

NOW, THEREFORE BE IT RESOLVED by the Common Council of the Town of Clinton as follows:

1. That Mark Bahnick, P.E., of the firm of Van Cleef Engineering is hereby appointed as sewer consulting engineer to perform municipal services for the Town of Clinton during the period encompassed in the 2021 municipal budget, the amount of said contract not to exceed the amount budgeted for engineering services.
2. The Mayor and Town Clerk are hereby authorized and directed to execute agreements with:

Mark Bahnick, P.E. of Van Cleef Engineering.

3. This contract is awarded as a professional service under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).
4. A copy of this resolution and the contract between the Town of Clinton and Mark Bahnick, P.E. of Van Cleef Engineering will be made available for public inspection in the offices of the Town Clerk during normal business hours.
5. Notice of these appointments shall be published in the Hunterdon Review as required by law.

RESOLUTION # 7-21– APPOINTMENT OF ALTERNATE SEWER ENGINEER

RESOLUTION # 7-21

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
ANDREW S. HOLT, P.E., P.P. of SUBURBAN CONSULTING ENGINEERS, INC.
FOR ALTERNATE SEWER ENGINEER

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Sewer Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suburban Consulting Engineers, Inc. has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Suburban Consulting Engineers, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Suburban Consulting Engineers, Inc. has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Sewer Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suburban Consulting Engineers, Inc.; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Sewer Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suburban Consulting Engineers, Inc. as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

E IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suburban Consulting Engineers, Inc.

RESOLUTION # 8-21 – ALTERNATE WATER ENGINEER

**RESOLUTION # 8-21
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
MARK BAHNICK P.E. of VAN CLEEF ENGINEERING
FOR ALTERNATE WATER ENGINEER**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Alternate Water Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Van Cleef Engineering has completed and submitted a Business Entity Disclosure Certification which certifies that has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Alternate Water Engineer from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Van Cleef Engineering; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Water Utility Budget, Engineering, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Van Cleef Engineering as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Van Cleef Engineering.

Vote all ayes
Motion carried

RESOLUTIONS 9 – 10 – 11 – INSURANCE

A motion was made by Mr. Humphrey, seconded by Ms. Karsh, to adopt the following resolutions pertaining to insurance:

RESOLUTION # 9-21 – APPOINTING FUND COMMISSIONER

**RESOLUTION # 9-21
RESOLUTION APPOINTING STATEWIDE INSURANCE FUND COMMISSIONER**

WHEREAS, the Town of Clinton (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Town of Clinton that Richard Phelan, Public Works/Business Administrator, is hereby appointed as the Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that Cecilia Covino, Municipal Clerk, is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2021; and

BE IT FURTHER RESOLVED that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

RESOLUTION #10--21– APPOINTING RISK MANAGEMENT CONSULTANT

**RESOLUTION # 10-21
RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT**

WHEREAS, the Town of Clinton (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

WHEREAS, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

WHEREAS, the “Fund” has requested its members to appoint individuals or entities to that position; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of “Local Unit”, in the County of Hunterdon, and State of New Jersey, as follows:

1. The Town of Clinton hereby appoints Brown and Brown as its local Risk Management Consultant.
2. The Public Works/Business Administrator and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2021 in the form attached hereto.

2021 FUND YEAR STATEWIDE INSURANCE FUND

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 5th day of January, 2021 among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Town of Clinton, ("MEMBER") and Brown and Brown ("CONSULTANT") through a fair and open process, pursuant to N.J.S.A.19:44A-20.4.

WHEREAS, the CONSULTANT has offered to the MEMBER professional risk management consulting services as required by the Bylaws of the FUND; and

WHEREAS, the CONSULTANT has advised the FUND that he/she is familiar with the terms, conditions and operations of the FUND; and

WHEREAS, the MEMBER desires these professional services from the CONSULTANT; and

WHEREAS, the MEMBER has complied with relevant law in regard to the appointment of a Risk Management Consultant; and

WHEREAS, the Bylaws of the FUND require that members engage a CONSULTANT and that the CONSULTANT comply with certain requirements set forth therein.

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 in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.
 - (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claims settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive

Committee, if requested, and perform such other services as required by the MEMBER or the FUND.

- (j) comply with the obligations imposed upon Risk Managers in the FUND's Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER's assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER 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 set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.
3. The term of this Agreement shall be from **January 1, 2021** to **January 1, 2022**. However, this Agreement may be terminated by either party at any time by mailing to the other thirty (30) days written notice, certified mail return receipt.
4. The CONSULTANT shall comply with all laws applicable to producers who provide insurance products to public entities and shall comply with all applicable statutes and regulations relating to joint insurance funds.
5. The CONSULTANT agrees to comply with all affirmative action laws applicable in accordance with Exhibit A and to submit all necessary documentation establishing compliance within seven (7) days of this Agreement.

**EXHIBIT A
STATEWIDE INSURANCE FUND**

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

The successful professional service entity shall submit to the Statewide Insurance Fund, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Statewide Insurance Fund during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

RESOLUTION # 11-21- MUNICIPAL INSURANCE AGENT

RESOLUTION # 11-21

APPOINTMENT MUNICIPAL INSURANCE AGENT

BE IT RESOLVED, that Caroline Conboy of Brown and Brown, is hereby appointed to serve as Insurance Agent for the Town of Clinton, in the County of Hunterdon, for the calendar year 2021, and

BE IT RESOLVED, that pursuant to the requirement for the statutory insurance services for the year 2021 for the Town of Clinton, in the County of Hunterdon, and the requirements under the Local Public Contracts Law, the following resolution is hereby adopted:

WHEREAS, there exists a need for the performance of the statutory insurance services for the year 2021, and

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" and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the Town of Clinton, in the County of Hunterdon, as follows:

1. The Mayor and Clerk are hereby authorized and directed to execute an agreement with:

Caroline Conboy of Brown and Brown,

2. This contract is awarded as a "Professional Service" under the provisions of the Local Public Contracts Law, subject to N.J.S.A. 40A:11-1 et seq.) which states that "No local unit shall be required to advertise for bids for any of the work performed pursuant to 40A:5-4"
3. A notice of this action shall be printed once in the Hunterdon Review.

Vote all ayes
Motion carried

RESOLUTIONS #12 – 13 – 14 – 15 – PROFESSIONALS

A motion was made by Mr. Traphagen, seconded by Ms. Johnson, to adopt the following resolutions as submitted:

RESOLUTION # 12-21- APPOINTMENT OF BOND COUNSEL

**RESOLUTION # 12-21
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
EDWARD J. McMANIMON of McMANIMON & SCOTLAND
FOR BOND COUNSEL SERVICES**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Bond Counsel Attorney as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, McManimon & Scotland has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, McManimon & Scotland has completed and submitted a Business Entity Disclosure Certification which certifies that McManimon & Scotland has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year,

and that the contract will prohibit the Bond Counsel Attorney from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by McManimon & Scotland; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current, Water and Sewer Budgets, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with McManimon & Scotland as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and McManimon & Scotland.

RESOLUTION # 13-21– APPOINTMENT OF MUNICIPAL AUDITOR

**RESOLUTION # 13-21
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
WARREN KORECKY, R.M.A. of SUPLEE, CLOONEY AND COMPANY
FOR MUNICIPAL AUDITOR**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Auditor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Suplee, Clooney and Company has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Suplee, Clooney and Company has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney and Company has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Auditor from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Suplee, Clooney and Company; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Audit, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Suplee, Clooney and Company as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and Suplee, Clooney and Company.

RESOLUTION # 14-21 – APPOINTMENT OF MUNICIPAL PLANNER

**RESOLUTION # 14-21
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH
JAMES T. KYLE, PP/AICP of KYLE & MCMANUS ASSOCIATES LLC
FOR MUNICIPAL PLANNER**

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of a Municipal Planner as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Purchasing Agent has certified that the costs of this contract may or will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Kyle & McManus Associates LLC has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2021; and

WHEREAS, Kyle & McManus Associates LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Kyle & McManus Associates LLC has not made any reportable contributions to a political or candidate committee in the Town of Clinton in the previous one year, and that the contract will prohibit the Municipal Planner from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer will certify to the Town Clerk the availability of funds on an as-needed basis at the time when the Town needs the services provided by Kyle & McManus Associates LLC; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available in the following budget account: Current Budget, Legal, Other Expenses

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Kyle & McManus Associates LLC as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and

BE IT FURTHER RESOLVED that notice of this appointment will be published as required by law within ten days of the passage of this resolution; and

Officer and James t. Kyle, PP/AICP of the firm Kyle & McManus Associates LLC.

RESOLUTION # 15-21 – TOWN ARBORIST

RESOLUTION # 15-21
APPOINTMENT OF TOWN ARBORIST

BE IT RESOLVED, that Lou Spanner of Spanner Shrub & Tree Care is hereby appointed to serve as the Town of Clinton's Tree Expert for the 2021 calendar year; and

BE IT FURTHER RESOLVED, that pursuant to the requirements under the Local Public Contracts Act, the following resolution is hereby adopted:

WHEREAS, the Town of Clinton has many specimen and ornamental trees in its right of ways that quire the services of a highly trained tree expert to diagnose problems, the cause of their diseases, and perform preventative care necessary for the trees in the Town; and

WHEREAS these services cannot readily be put out to bid because they are extraordinary and unique and require an individual with great skill, knowledge, and experience in the diagnosis of tree related problems; and

WHEREAS Lou Spanner has extensive expertise diagnosing such problems, has a well-deserved reputation as a tree expert, and has spent many years advising the Town in the care and maintenance of its trees; and

WHEREAS funds are or will be made available for this purpose to be certified by the Local Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Clinton as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a contract, without competitive bidding, with Lou Spanner of Spanner Shrub & Tree Care for tree diagnostic and rehabilitation services.
2. The work to be performed by Mr. Spanner shall be in accordance with proposals approved by the Mayor and Council.

Vote all ayes
Motion carried

RESOLUTIONS # 16 – 17 – 18 – COURT APPOINTMENTS

A motion was made by Ms. Karsh, seconded by Mr. Humphrey to adopt the following resolutions:

RESOLUTION # 16-21– APPOINTMENT OF COURT ADMINISTRATOR

RESOLUTION # 16-21

**AUTHORIZING THE MUNICIPAL COURT OF THE TOWN OF CLINTON TO
ENGAGE A MUNICIPAL COURT ADMINISTRATOR**

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court requires the services of a Municipal Court Administrator for the Calendar Year 2021; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the person named herein as the Court Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Lynn Lorenz as the Certified Court Administrator of the Municipal Court of the Town of Clinton for the Calendar Year 2021.

RESOLUTION # 17-21 – APPOINTMENT OF COURT PROSECUTOR

**RESOLUTION # 17-21
AUTHORIZING THE MUNICIPAL COURT OF THE TOWN OF CLINTON TO
ENGAGE A MUNICIPAL COURT PROSECUTOR**

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court requires the services of Municipal Court Prosecutor for the Calendar Year 2021; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the person named herein as the Court Prosecutor.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Katharine Errickson of the Errickson Law Group, LLC, as the Court Prosecutor of the Municipal Court of the Town of Clinton for the Calendar Year 2021.

RESOLUTION # 18-21– APPOINTMENT OF PUBLIC DEFENDER

**RESOLUTION # 18-21
APPOINTING THE MUNICIPAL COURT OF THE TOWN OF CLINTON PUBLIC
DEFENDER AND CONFLICT/ALTERNATE PUBLIC DEFENDER**

WHEREAS, the Town of Clinton, Hunterdon County, New Jersey, has entered into an inter-local municipal services agreement for the creation of a shared municipal court with the Township of Clinton; and

WHEREAS, this court will be known as the Municipal Court of the Town of Clinton; and

WHEREAS, the Municipal Court of the Town of Clinton has authorized the appointment of the persons named herein as the Public Defender and the Conflict /Alternate Public Defender.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Scott Mitzner as the Public Defender and Anthony Rotunno as the Conflict /Alternate Public Defender of the Municipal Court of the Town of Clinton for the Calendar Year 2021.

Vote all ayes
Motion carried

RESOLUTIONS # 19 – 20 -21 -22

A motion was made by Ms. Johnson, seconded by Ms. Intabartola, to adopt the following resolutions:

**RESOLUTION #19-21
CHECK SIGNING AUTHORIZATION**

WHEREAS, from time to time the Mayor is unavailable to sign checks, and

WHEREAS, it is necessary that an additional person be authorized to sign checks in the absence of the Mayor so that bills can be paid in a timely manner,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton, that in the absence of the Mayor, Councilwoman Sherry Dineen, be authorized to sign checks.

RESOLUTION #20-21 – CHECKS ISSUED TO NJ MOTOR VEHICLES COMMISSION

**RESOLUTION # 20-21
AUTHORIZATION TO ISSUE CHECKS TO THE NJ MOTOR VEHICLE COMMISSION**

WHEREAS, the Town of Clinton has the need to register municipal vehicles during the calendar year; and

WHEREAS, the first Council meeting is held on the second Tuesday of the month when bills are approved for payment and the delay in registering vehicles would impact their use;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Clinton that the Chief Financial Officer be authorized to issue a check payable to the NJ Motor Vehicles Commission for the amount required to register municipal vehicles; and

BE IT FURTHER RESOLVED that the Mayor be authorized to sign said check providing that the voucher for said payment be included on the bill list for approval at the next Council Meeting.

RESOLUTION #21-21 – APPOINTMENT OF MUNICIPAL OFFICIALS

**RESOLUTION #21-21
APPOINTMENTS OF MUNICIPAL OFFICIALS**

APPOINTMENTS – MUNICIPAL OFFICIALS

2021

Municipal Clerk	Cecilia Covino	Tenured
Deputy Municipal Clerk	Nancy Burgess	1 Yr. Appt
Registrar	Cecilia Covino	Tenured
Deputy Registrar	Nancy Burgess	1 Yr. Appt.
Alternate Deputy Registrar	Caitlin Haughey	1 Yr. Appt.
Assessment Search Officer	Cecilia Covino	1 Yr. Appt
Tax Search Officer	Joy Wilson	1 Yr. Appt
Chief Financial Officer	Kathy Olsen	Tenured
Deputy Treasurer	Joy Wilson	1 Yr. Appt
Tax Collector	Kathy Olsen	Tenured
Deputy Tax Collector	Joy Wilson	1 Yr. Appt
Financial Assistant	Allison Witt	1 Yr. Appt
Collector of Sewer Rents	Cecilia Covino	1 Yr. Appt
Collector of Water Rents	Nancy Burgess	1 Yr. Appt
Zoning Officer	Allison Witt	1 Yr. Appt
Construction Official	Kevin Fleming	Tenured
Construction Control Officer	Allison Witt	1 Yr. Appt
Fire Official	John Daniels	1 Yr. Appt.
Electrical Inspector and Building Inspector	Kevin Fleming	Tenured
Electrical Sub Code Official		
Plumbing Sub Code Official, Building Sub Code Official, and Building Inspector	Dan Niro	Tenured
Fire Sub Code Official and Fire Inspector	Dennis Allen	1 st of 4 year Appt.
Code Enforcement / Housing Officer	Allison Witt	1 Yr. Appt
Water Superintendent	Art Dysart	1 Yr. Appt
Superintendent – WWTP	Bob Niezgoda	1 Yr. Appt
Lab Super & Manager – WWTP	Barbara Hartsell	1 Yr. Appt
Land Use Secretary	Allison Witt	1 Yr. Appt

Board of Health Secretary	Cecilia Covino	1 Yr. Appt
School Crossing Guards	Karen Cruse	1 Yr. Appt
	Suzanne Ocello	1 Yr. Appt
	Lisa Kubinak	1 Yr. Appt
	Jennifer Frohlick	1 Yr. Appt
	Heidi Bavaro	1 Yr. Appt
	Gloria Schreck	1 Yr. Appt
	Carina Reihl-Lubsen	1 Yr. Appt
Town Physician	The Doctor's In	1 Yr. Appt
	St. Luke's Care Now	1 Yr. Appt
Rep. to Office on Aging	Mary Ann Rodenberger	1 Yr. Appt
Tax Assessor	Fran Kuczynski	Tenured
Public Agency Compliance Officer (PACO)	Kathy Olsen	1 Yr. Appt
Richard Phelan	Business Administrator	1 Yr. Appt.

RESOLUTION # 22-21 – COUNCIL COMMITTEE APPOINTMENTS

RESOLUTION #22-21
2021 - BOARDS, COMMISSIONS, AND COMMITTEES

AFFORDABLE HOUSING **3 Year Appointment**

Mayor	Council Rep
Sally Simpson	(2023) Senior Rep.
Kathleen Colognato	(2023)
John Curreri	(2023)

BOARD OF HEALTH **(3 Year Appointment – (Mayor Appointment)**

Lisa Intrabartola	(Council Rep)
Judy Lilien	(2022) Chairperson
Ann Holt	(2021)
Sally Simpson	(2022)
Beth Sosidka	(2021)

BOARD OF RECREATION COMMISSIONERS – 5 year terms (Mayor Appointment)

Megan Johnson	(Council Rep) Plenary Member – Ex-Officio -non voting
Lisa Intrabartola	(Council Rep) Member – voting member
Brad Cohen, Chair	(2023)
Sean Rogan, Vice chair	(2021)
Mary Ann Shea, Secretary	(2023)
Dave Kelleher	(2024)
Dino Rentoulis	(2024)
Jeremy Padmos	(2021)

Alternate #1

Laura Burr (2022) – 2 year term

Alternate #2

Kristin Tuxhorn (2021) 1 year term

COMMUNICATIONS COMMITTEE (1 Year Appointment)

Mike Humphrey	Council Rep.
Lisa Intrabartola	Council Rep.
Rielly Karsh	Council Rep.
Nancy Burgess	
John Creech	

ECONOMIC DEVELOPMENT & GRANTS COMMITTEE

Sherry Dineen	Council rep
Mike Humphrey	Council rep
Rielly Karsh	Council rep
Elizabeth Halpin	
Vacancy	Business owner
Caryn Tomljanovich	
John Creech	

ELDERS COMMITTEE

Michael Humphrey – Councilman
Ross Traphagen Councilman

EMERGENCY MANAGEMENT (2 Year Appointment)

Coordinator	Cory Kubinak - Police Chief (2nd yr of 3 yr. Appt)
Deputy Coordinator	Chris Miller

TEAM

Law Enforcement Coordinator	Police Chief
Mayor	Janice Kovach – Mayor
Water	
Sewer	

ENVIRONMENTAL COMMISSION – (3 Year Appointment)

Mike Humphrey	(Council Rep) (2023)
Vacant	(2021) Land Use Board Liaison
Jendayi Jones	(2022)
John Kashwick	(2020) Shade Tree Liaison
Vacant	(2020)

FILMING COMMISSION – (1 Year Appointment)

J. Cory Kubinak	Chief of Police
Janice Kovach	Mayor

HISTORIC PRESERVATION COMMISSION – (3 Year Appointment)

Richard Miller	Town Historian – 1 Yr. Appt. Interim Chair
Ross Traphagen	Council Rep.
Carol Crawford-Jones	(2022)
Sharon Dysart	(2020)
Marcia Hansen	(2020)
Carol Beder	(2020)
Roger Mellick	(2022)
Rosemarie Platt	(2022)
Donna Van Weeren	(2021) Liaison to Land Use Board

Alt. #1

Vacancy

OFFICE ON AGING - 1 Year Appointment

Mary Ann Rodenberger	Municipal Coordinator
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LAND USE BOARD (4 Year Appointment)

Class I	Janice Kovach	Mayor - concurrent with mayor's term (2023)
Class II	Vacant	
Class III	Sherry Dineen	(2021) 1 year term concurrent with council term
Class IV	Tamara Healy	(2021)
	Donna Van Weeren	(2021) Liaison to Historic Commission
	Neil Viotto	(2024)
	Craig Sailer	(2023) Chairman
	Bryan Lubsen	(2024)
	James Smith	(2022)
Alternates: #1	Chesley Snider	(2021)
#2	Brian Kelly	(2022)

SHADE TREE COMMISSION (5 Year Appointment)

Ross Traphagen	(Council Rep)
John Kashwick Chairman	(2020) (Environmental commission liaison)
Dan Shea	(2021)
Cecilia Sailer	(2024)
Patricia Daley	(2024)
Vacant	

S.W.A.C. (1 Year Appointment)

N/A

Vote all ayes
Motion carried

RESOLUTIONS #23 – 24 – 25 -26 – 27

A motion was made by Mr. Humphrey, seconded by Mr. Traphagen, to adopt the following resolutions:

RESOLUTION # 23-21 - AUTHORIZATION OF MUNICIPAL ATTORNEY AND TAX ASSESSOR TO FILE CORRECTIVE APPEALS AND COUNTER CLAIMS

RESOLUTION # 23-21
AUTHORIZING MUNICIPAL ATTORNEY and THE TAX ASSESSOR TO FILE
CORRECTIVE APPEALS AND COUNTER CLAIMS

WHEREAS, from time to time errors are made in computing tax assessments; and

WHEREAS, it is necessary for the Town of Clinton to file corrective appeals of such errors with the Hunterdon County Board of Taxation; and

WHEREAS, it is also necessary for the Town of Clinton to file, in cases of increase, counterclaims as deemed necessary, with the Hunterdon County Board of Taxation; and

WHEREAS, the Attorney General has determined that the proper persons to file or defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals, are the Municipal Attorney and the Tax Assessor,

NOW, THEREFORE, BE IT RESOLVED by the Town Council that the Municipal Attorney and the Tax Assessor of the Town of Clinton are hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation and to sign stipulations of appeals on behalf of the Town of Clinton which he/she feels are proper and in the best interest of the municipality.

BE IT FURTHER RESOLVED by the Town Council that the Municipal Attorney and the Tax Assessor of the Town of Clinton are hereby authorized to file counterclaims in cases of increase with the Hunterdon County Board of Taxation as necessary. That the Tax Assessor send written copies of such corrected assessments to the Chief Financial Officer/Tax Collector, the Mayor and Council and the individuals involved no later than June 1, 2021.

RESOLUTION # 24-21– REDEMPTION OF CALCULATION FEES

RESOLUTION # 24-21
REDEMPTION CALCULATIONS FEES

WHEREAS as a result of law P.L. 2010, c320, pertaining to fees that are chargeable through the Tax Collector's Office, a new fee for the redemption calculations was adopted, and;

WHEREAS the law provides for a fee up to \$50.00 for each calculation of a redemption for a lienholder, and;

WHEREAS the law allows a property owner or a person who has a right to redeem the ability to request two redemption calculations per year at no cost, and;

WHEREAS if additional redemption requests are received, within a calendar year, By the property owner or person who has a right to redeem, the law allows the Tax Collector to charge a fee of \$50.00 for each calculation;

THEREFORE, BE IT RESOLVED, the fee for each additional redemption request submitted to the Town of Clinton Tax Collector will be \$50.00 for each calculation.

RESOLUTION #25-21 – APPROVAL OF BANK DEPOSITORIES
Official Bank Depositories for the Town for the year 2021.

TD Bank
Investors Savings
Wells Fargo
PNC Bank
Unity Bank

New Jersey Cash Management
Bank of America
Peapack-Gladstone Bank
Provident Bank
Chase

Vote all ayes
Motion carried

RESOLUTION # 26--21– RESOLUTION FOR INVESTMENTS

**RESOLUTION #26-21
RESOLUTION FOR INVESTMENTS**

WHEREAS, it is in the best interest of the Town of Clinton to make investments from time to time of funds in the Current Account, Water and Sewer operating Accounts and;

WHEREAS, changes in the investments must be made from time to time and at times which do not coincide with regular meetings of the Town Council;

NOW THEREFORE BE IT RESOLVED, that the Chief Financial Officer be and hereby is authorized to invest and reinvest said funds in the Current Account and Water and Sewer Operating Accounts without the need of a formal resolution of Council for each investment or turn-over of funds, provided that investments are made in accordance with the recommendations of the Finance Committee of Council.

RESOLUTION # 27-21– RESOLUTION FOR OFFICIAL NEWSPAPERS:

**RESOLUTION # 27-21
DESIGNATION OF NEWSPAPERS TO
RECEIVE OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq., requires that public entities designate newspapers for the receipt of notices of public meetings; and

WHEREAS, the Open Public Meetings Act provides that one of the newspapers designated to receive such notices shall be an official newspaper of the public entity, if one has been designated as such; and

WHEREAS, the Town of Clinton has not designated an official newspaper; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, that the following newspapers and websites are hereby designated as newspapers to receive notices required under the Open Public Meetings Act for 2021:

1. Hunterdon Review
2. Hunterdon County Democrat
3. Courier-News

4. The Star Ledger
5. NJ.com

RESOLUTION # 28-21– RESOLUTION ESTABLISHING INTEREST RATES

**RESOLUTION # 28-21
ESTABLISHING INTEREST RATES**

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 THERE FORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, that the rate of interest on unpaid taxes and other municipal charges shall be eight percent 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 (including the date payment was due) following the date upon which the same became payable; and

BE IT FURTHER RESOLVED, that the rate of interest on unpaid water and sewer bills shall be eight percent per annum up to 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 bill was payable until the date of actual payment, provided that no interest shall be charged if payment of any bill is made within thirty (30) calendar days following the billing date; 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 fiscal 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.

Vote all ayes
Motion carried

RESOLUTION # 29- 21– SETTING YEAR 2021 COUNCIL MEETING DATES:

A motion was made by Ms. Karsh, seconded by Mr. Humphrey to adopt Resolution #29-21

RESOLUTION # 29-21

RESOLVED, that the Town of Clinton Common Council will meet on the second and fourth Wednesdays of each month, said meetings to be held in the Council Chambers in the Municipal Building, 43 Leigh Street. These scheduled meetings, beginning at 7:30 p m, are as follows:

YEAR 2021

January	13 27	July	14 28
February	10 24	August	11 25
March	10 24	September	8 22
April	14 28	October	13 27
May	12 26	November	10 24
June	9 23	December	8 22

Vote all ayes
Motion carried

RESOLUTION # 30-21 –RESOLUTION AUTHORIZING TAX COLLECTOR TO CANCEL/REFUND

A motion was made by Mr. Humphrey, seconded by Ms. Johnson, to adopt Resolution #30-21 as submitted:

**RESOLUTION #30-21
AUTHORIZING TAX COLLECTOR TO CANCEL/REFUND**

WHEREAS, N.J.S.A. 40A:5-17.1 provides that the governing body of a municipality may authorize by resolution a municipal employee to process, without further action on the part of the governing body, the cancellation of any property tax refund or delinquency of less than \$5.00,

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Clinton that Kathy Olsen, Certified Tax Collector, be authorized to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Vote all ayes
Motion carried

RESOLUTION # 31-21 RESOLUTION FOR TEMPORARY BUDGET:

A motion was made by Ms. Intrabartola seconded by Mr. Traphagen to adopt the temporary budget for 2021 as submitted:

**2021 TEMPORARY BUDGET
RESOLUTION #31-21**

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2021; and

WHEREAS, the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of **\$4,382,358.23 for the Current Budget**, and **\$2,094,366.00 for the Water Utility Budget**, and **\$2,032,654.84 for the Sewer Utility Budget**; and

WHEREAS, 26.25% of the total appropriations in the 2020 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2020 budget is the sum of **\$1,150,369.04 for the Current Budget**, and **\$549,771.08 for the Water Utility Budget**, and **\$533,571.90 for the Sewer Utility Budget**;

NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his/her records:

<u>CURRENT ACCOUNT</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Mayor & Council	\$ 4,590.00	\$ 4,000.00
Communications		1,500.00
Municipal Clerk	25,500.00	8,200.00
Financial Administration	21,420.00	4,000.00
Assessment of Taxes	12,672.00	1,000.00
Revenue Administration	8,046.00	2,000.00
Legal Services		10,000.00
Engineering Services		5,000.00
Land Use Board	6,304.00	2,000.00
Environmental Commission		250.00
Fire Prevention	5,612.00	500.00
Police	357,000.00	48,000.00

<u>CURRENT ACCOUNT</u>	<u>SALARIES & WAGES</u>	<u>OTHER EXPENSES</u>
Historic Commission	\$	\$ 250.00
Emergency Management	2,122.00	1,000.00
Streets & Roads	31,156.00	35,000.00
Shade Tree Commission		2,500.00
Solid Waste Collection		50,000.00
Buildings & Grounds	18,166.00	15,000.00
Community Center	2,900.00	1,000.00

Re-organization Meeting
January 5, 2021

Safety Administration		250.00
Vehicle Maintenance		15,000.00
Recycling	1,148.00	12,200.00
Board of Health	1,301.00	500.00
Recreation Services		630.00
Maintenance of Parks		1,875.00
Construction Officials	17,361.00	1,500.00
Housing/Rental Officer	5,806.00	
Gasoline		20,000.00
Natural Gas		7,000.00
Electricity		15,000.00
Telephone		5,000.00
Street Lighting		10,500.00
Water		464.00
Fire Hydrant Rental		8,000.00
Solid Waste Disposal Costs		44,299.00
Social Security		35,815.00
Unemployment Insurance		2,500.00
General Liability Insurance		83,000.00
Workers Comp Insurance		43,000.00
Employee Health Insurance		91,332.04
Affordable Housing		200.00
Municipal Court		40,000.00
TOTALS	\$ 521,104.00	\$ 629,265.04

Debt Service	
Bond Interest	\$ 23,685.00

SALARIES & WAGES OTHER EXPENSES

WATER UTILITY	\$ 211000.00	\$ 318,271.08
Social Security		20,000.00
Unemployment Insurance		500.00
TOTALS	\$ 211,000.00	\$ 338,771.08

Debt Service	
NJEIT Principal	\$ 90,616.05
NJEIT Interest	\$ 35,223.75
Bond Interest	\$ 117,476.25

SEWER UTILITY	\$ 200,000.00	\$ 318,271.90
Social Security		15,000.00
Unemployment Insurance		300.00
TOTALS	\$ 200,000.00	\$ 333,571.90

Debt Service	
NJEIT Principal	\$ 9,522.77
NJEIT Interest	\$ 6,931.88
Bond Interest	\$ 22,625.00

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESOLUTION # 32-21 - 2021 SALARIES FOR NON-CONTRACTUAL EMPLOYEES

A motion was made by Ms. Karsh, seconded by Mr. Humphrey to adopt the 2021 Salary list for all non-contractual employees as submitted.

**2021 SALARIES
RESOLUTION 32-21**

BE IT ORDAINED by the Mayor and Town Council of the Town of Clinton in the County of Hunterdon and State of New Jersey as follows:

That the following position titles within the Town of Clinton in the County of Hunterdon, the respective salaries or compensation set forth below are hereby fixed as the maximum amounts to be paid for the year 2021:

<u>POSITION</u>	<u>SALARY</u>
Mayor	5,610.00
Council Members	5,100.00
Town Clerk	81,998.83 Ceil
Assessment Search Officer	1,437.81 Ceil
Collector of Taxes	5,000.00 Kathy
Deputy Tax Collector	17,298.81 Joy
Tax Search Officer	1,423.97 Joy
Tax Assessor	26,066.87 Fran
Assistant to Tax Assessor	6,825.86 Louise
Collector of Water Rents	61,197.96 Nancy
Chief Financial Officer	63,196.06 Kathy
Deputy Treasurer	16,541.85 Joy
Treasurer of Water Utility	25,514.60 Kathy
Finance Assistant #1	38,092.43 Joy
Finance Assistant #2	26,034.31 Allison
Secretary to Land Use Board	18,428.96 Allison
Secretary to Board of Health	2,589.39 Ceil
Registrar of Vital Statistics	2,589.39 Ceil
Public Works/Business Administrator	125,484.72 Rich
Superintendent of Water Department	89,820.46 Art
Superintendent of Wastewater Treatment Plant	95,947.47 Bob N.
Laboratory Supervisor/Manager	92,136.66 Barbara
Public Works Foreman	25.60 Steve
Wastewater Treatment Plant Foreman	27.46 Dave
Water Department Foreman	41.61 Dave
Chief of Police	41,252.00* Cory
School Crossing Guard	19.90

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Clerical	17.69/Hr. Caitlyn
Emergency Management Coordinator	2,314.41 Cory
Emergency Management Administrative Assistant	1,224.00 Chris Miller
Building Sub-Code Official	4,080.00 Dan Niro
Fire Sub-Code Official	1,828.48 Dennis Allen
Fire Inspector	1,218.98 Dennis Allen
Plumbing Sub-Code Official	9,778.61 Dan Niro
Construction Control Official	29,051.85 Allison
Zoning Officer	8,898.06* Allison
Fire Prevention Officer	18,443.60 Jack
Code Enforcement/Housing Officer	9,363.60 Allison
Electric Sub-Code Official	6,343.26 Kevin F.
Construction Official	8,324.40 Kevin F.
Building Inspector	2,561.38 Kevin F.
Janitor Community Center	18.64 Open
Mileage	Per IRS
Regulations	

*Salary includes shared services agreements.

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESOLUTION #33-21 ----- SALARIES FOR POLICE

A motion was made by Karsh, seconded by Mr. Humphrey, to adopt Resolution #33-21 adopting the 2021 salary list for police:

**2021 SALARIES FOR CLINTON POLICE DEPARTMENT
RESOLUTION 33-21**

BE IT ORDAINED by the Mayor and Town Council of the Town of Clinton in the County of Hunterdon and State of New Jersey as follows:

That the following position titles within the Town of Clinton in the County of Hunterdon, the respective salaries or compensation set forth below are hereby fixed as the maximum amounts to be paid for the year 2021:

<u>POSITION</u>	<u>2021 SALARY</u>
Sergeant	117,595.92
Patrolman-First Class	107,886.16
Patrolman-Second Class	102,338.94
Patrolman-Third Class	96,791.68
Patrolman-Fourth Class	91,244.43
Patrolman-Fifth Class	85,697.17
Patrolman-Sixth Class	80,149.91
Patrolman-Seventh Class	74,602.65
Patrolman-Eighth Class	69,055.40
Patrolman-Ninth Class	63,508.15

Patrolman-Tenth Class	57,960.89
Patrolman-Eleventh Class	52,413.63
Recruit	46,866.38

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESOLUTION # 34-21 – AUTHORIZATION TO SIGN CHECKS FOR MAILING OF UTILITY BILLS:

A motion was made by Mr. Traphagen seconded by Ms. Intrabartola to adopt Resolution # 34-21 authorizing the Mayor to sign checks for postage needed for the mailing of utility bills.

**RESOLUTION #34-21
AUTHORIZATION TO SIGN CHECKS FOR MAILING OF UTILITY BILLS**

WHEREAS, the Water and Sewer Utilities prepare the bills for mailing during the first week of the month and in order to mail the bills, a check must be issued to the Postmaster, Flemington, for the postage and

WHEREAS, the first Council meeting is held on the second Wednesday of the month when bills are approved for payment and the delay in mailing the utility bills will impact receipts of the Water and Sewer Utility.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Clinton that the Chief Financial Officer be authorized to issue a check payable to the Postmaster, Town of Clinton for the amount of postage needed for mailing of the utility bills, and

BE IT FURTHER RESOLVED that the Mayor be authorized to sign said check providing that the voucher for said payment be included on the bill list for approval at the next Council Meeting.

Vote all ayes
Motion carried

RESOLUTION # 35-21 – AUTHORIZATION TO MAINTAIN PETTY CASH FUND FOR MUNICIPAL CLERK

A motion was made by Mr. Humphrey seconded by Ms. Johnson, authorizing the Municipal Clerk to maintain a petty cash fund in the amount of \$100.00.

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESOLUTION #36-21- AUTHORIZATION TO MAINTAIN PETTY CASH FUND FOR POLICE

A motion was made by Ms. Karsh, seconded by Mr. Traphagen authorizing the Police Chief to maintain a petty cash fund in the amount of \$250.00.

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESOLUTION #37-21 – APPROVED VENDORS DURING WATER EMERGENCY

A motion was made by Ms. Johnson, seconded by Ms. Intrabartola to adopt Resolution #37-21 as submitted:

**RESOLUTION # 37-21
APPROVED VENDORS FOR A WATER EMERGENCY**

WHEREAS, the Town of Clinton Water Utility experiences various emergencies such as water main breaks, pump and motor failures; and

WHEREAS, when such emergencies occur, time is of the essence to make repairs in an expedient manner so as not to affect the health and welfare of their customers; and

WHEREAS the Town of Clinton Water Utility has utilized the following vendors for their services in the past, and would like to call upon them in an emergency:

Samuel Stothoff Company
Rowe Electric
Penn Bower Construction
Kusant Electric
Pumping Services
Coyne Chemical

WHEREAS, if any of the vendors listed above are not available, the Town of Clinton Water Utility, will search for a vendor that can provide the service required at the time of the emergency.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Town of Clinton approve the use of the above listed vendors during an emergency situation.

Vote all ayes
Motion carried

RESOLUTION # 38 –21 – ANIMAL CONTROL OFFICER

A motion was made by Ms. Dineen, seconded by Ms. Karsh, to adopt Resolution #38-2 to retain Laura Roerig and the Animal Control Officer for the calendar year 2021.

Vote all ayes
Motion carried

PAYMENT OF BILLS

A motion was made by Mr. Traphagen seconded by Mr. Humphrey to approve the bill list attached to these minutes as submitted.

ROLL CALL: Ayes: Humphrey, Intrabartola, Johnson, Karsh, Traphagen, Mayor Kovach

Vote all ayes
Motion carried

RESIGNATIONS OF BOARD OF RECREATION MEMBERS

Mayor Kovach read proclamations for Nancy Smith, member for 45 years and Rosemary Pendergast, member for 21 years. Both ladies have contributed greatly to the Recreation Commission and will be missed.

ADJOURNMENT: There being no further business, a motion to adjourn was made by Ms. Johnson seconded by Mr. Humphrey to adjourn the meeting at 6:18 p.m.

Cecilia Covino, RMC/CMC
Town Clerk

Mayor Janice Kovach