

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

Flag Salute

ROLL CALL: Bruno, Johnson, Kashwick, Perloff (zoom) Traphagen, Mayor Kovach

**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 public 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 a public meeting as well as using ZOOM Video Meetings. Please be aware that this meeting is being recorded for the public record.

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](mailto:councilmeeting@clintonnj.gov) with any questions or concerns between meetings.

Please feel free to reach out with a note at [jkovach@clintonnj.gov](mailto:jkovach@clintonnj.gov) anytime!

**INVOCATION**

Fire Department Chaplin Larry Coyne gave the invocation and asked God to bless all council members and the residents of Clinton.

**SWEARING IN OF COUNCILWOMAN PADMOS**

Mayor Kovach administered the Oath of Office to Mary “Molly” Padmos while husband Jeremy and daughters held the Bible. Ms. Padmos will have a three year term expiring December 31, 2025. A round of applause filled the room!

**SWEARING IN OF COUNCILMAN TRAPHAGEN**

Mayor Kovach introduced Hunterdon County Commissioner, John Lanza, who administered the Oath of Office to Mr. Traphagen while his wife, Megan, held the Bible. Mr. Traphagen is entering his second election to office with a term to expire December 31, 2025. Applause filled the room once again!

**MAYOR’S COMMENTS**

Mayor Kovach congratulated Ms. Padmos and Mr. Traphagen. Mayor Kovach also took the opportunity to thank former Councilman Humphrey in the audience and welcomed Assemblyman Roy Freiman, Commissioners John Lanza and Jeff Kuhl and all residents to the meeting.

Mayor Kovach asked for a moment of silence for John C. Holt, long time resident, distinguished gentleman and father of former Mayor and County Commissioner, Matt Holt.

Mayor Kovach gave highlights of 2022 in review. One mile of road paved through Haver Farm, Goosetown and Mitchell Lane; 6 ADA ramps installed; \$1,000,000 in grants received for sewer; \$2,000,000 in grants for water; \$3,000,000 in grants for new Police Station, 588 fire hydrants tested; 150 catch basins inspected; one flashing pedestrian light installed with a second one going in this year! Summer recreation had 135 children attend the first full day summer rec camp! \$70,000 DCA grant received for the playground. We were 1 of 162 municipalities who were awarded monies out of over 350 who applied. New tennis court and pickle-ball courts completed without any cost to the town. Thank you to Attorney St. Angelo for suggesting we take part in an Opioid settlement, the Town will be receiving over \$90,000 that the police will be able to use toward drug abuse and the same.

The Town has been extremely busy this year, the St. Patrick’s Day parade, Halloween events, Dicken’s Days, Christmas Parade, so many races, Run O’the Mill, cardboard boat races, canoe and pumpkin races as well as the ever so popular Rubber Ducky Race, Superhero Race, Santacon and the Half Marathon! Winter Village at the Red Mill Museum Village was successful and the grounds of the Red Mill hosted the full length feature film premier, Haunting on the River! Written, filmed, edited and produced by Mark of Citispot! Clinton is a strong community and is like one big family! Thank you to everyone!

Now to prepare for 2023! Happy New Year everyone!

Mayor Kovach explained the process of tonight’s meeting regarding the resolutions. Mayor Kovach will read the resolutions by title to briefly explain each and council will vote on them in order. When money is a factor, a roll call vote will be taken.

**RESOLUTION #1-23 – APPOINTMENT OF MUNICIPAL ATTORNEY**

A motion was made by Ms. Johnson, seconded by Mr. Bruno, to adopt Resolution #1-23 as submitted:

RESOLUTION #1-23

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH THE FIRM 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 2023; 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 the firm of Gebhardt & Kiefer.

Vote all ayes  
Motion carried

**RESOLUTION #2-23 – APPOINTMENT OF MUNICIPAL ENGINEER**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen, to adopt Resolution #2-23 as submitted:

RESOLUTION #2-23

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
THE FIRM 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 2023; 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.

Vote all ayes  
Motion carried

**RESOLUTION #3-23 – APPOINTMENT OF ALTERNATE TOWN ENGINEER**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #3-23 as submitted:

RESOLUTION #3-23

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
THE FIRM 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 2023; 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.

Vote all ayes  
Motion carried

**RESOLUTION #4-23 – APPOINTMENT OF WATER CONSULTING ENGINEER**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #4-23 as submitted:

RESOLUTION # 4-23  
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
THE FIRM 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 2023; 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.

Vote all ayes  
Motion carried

**RESOLUTION #5-23 – APPOINTMENT OF SEWER ENGINEER**

A motion was made by Mr. Kashwick, seconded by Ms. Johnson, to adopt Resolution #5-23 as submitted:

RESOLUTION # 5-23

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
THE FIRM of SUBURBAN CONSULTING ENGINEERS, INC. 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, 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 2023; and

WHEREAS, Suburban Consulting Engineers, Inc. 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 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 the firm of 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.

Vote all ayes  
Motion carried

**RESOLUTION #6-23 – APPOINTMENT OF SEWER CONSULTING ENGINEER**

A motion was made by Ms. Johnson seconded by Mr. Bruno, to adopt Resolution #6-23 as submitted:

RESOLUTION # 6-23  
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 2023 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. The firm of Suburban Consulting Engineers, Inc. are hereby appointed as sewer consulting engineer to perform municipal services for the Town of Clinton during the period encompassed in the 2023 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 Suburban Consulting Engineers, Inc.
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 Suburban Consulting Engineers 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.

Vote all ayes  
Motion carried

**RESOLUTION #7-23 - APPOINTMENT OF ALTERNATE SEWER ENGINEER**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen, to adopt Resolution #7-23 as submitted:

RESOLUTION # 7-23

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
VAN CLEEF ENGINEERING  
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, Van Cleef Engineering has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2023; 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 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 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 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

**RESOLUTION #8-23 – APPOINTMENT OF ALTERNATE WATER ENGINEER**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #8-23 as submitted:

RESOLUTION # 8-23  
RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT WITH  
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 2023; 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

**RESOLUTION #9-23 – APPOINTMENT OF STATEWIDE INSURANCE FUND COMMISSIONER**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #9-23 as submitted:

RESOLUTION # 9-23

**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 2023; 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 2023; 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.

This Resolution agreed to the 3<sup>rd</sup> day of January, 2023 by a vote of:

  7   Affirmative       Abstain       Negative       Absent

Vote all ayes  
Motion carried

**RESOLUTION #10-23 – RISK MANAGEMENT CONSULTANT**

A motion was made by Mr. Kashwick, seconded by Ms. Johnson, to adopt Resolution #10-23 as submitted:

RESOLUTION # 10-23

**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 2023 in the form attached hereto.

## **2023 FUND YEAR**

### **STATEWIDE INSURANCE FUND**

#### **RISK MANAGEMENT CONSULTANT’S AGREEMENT**

**THIS AGREEMENT** entered into this 3<sup>rd</sup> day of January, 2023 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.

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).

- (c) 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, 2023 to December 31, 2023**. 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.**

Vote all ayes  
Motion carried

**RESOLUTION #11-23 – MUNICIPAL INSURANCE AGENT**

A motion was made Ms. Johnson, seconded by Mr. Bruno, to adopt Resolution #11-23 as submitted:  
RESOLUTION # 11-23

**APPOINTMENT OF 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 2023, and

BE IT RESOLVED, that pursuant to the requirement for the statutory insurance services for the year 2023 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 2023, 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

**RESOLUTION #12-23 – BOND COUNSEL**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen to adopt Resolution #12-23 as submitted:

RESOLUTION # 12-23

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 2023; 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.

Vote all ayes  
Motion carried

**RESOLUTION #13 – 23 – MUNICIPAL AUDITOR**

A motion was made by Mr. Traphagen seconded by Ms. Padmos, to adopt Resolution #13-23 as submitted:

RESOLUTION # 13-23  
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 2023; 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.

Vote all ayes  
Motion carried

**RESOLUTION #14-23 – MUNICIPAL PLANNER**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #14-23 as submitted:

RESOLUTION # 14-23

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 2023; 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

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Chief Financial Officer and James t. Kyle, PP/AICP of the firm Kyle & McManus Associates LLC.

Vote all ayes  
Motion carried

**RESOLUTION #15-23 – TOWN ARBORIST**

A motion was made by Mr. Kashwick, seconded by Ms. Johnson, to adopt Resolution #15-23 as submitted:

RESOLUTION # 15-23  
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 2023 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 require 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 #16-23 – COURT RESOLUTIONS**

A motion was made by Ms. Johnson, seconded by Mr. Bruno, to adopt the Municipal Court resolutions 16 through 18 appointing Court Administrator Kimberly Marino, Prosecutor Errickson, Public Defender Mitzner and Judge Perkins.

RESOLUTION # 16-23

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 2023; 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 Kimberly Marino as the Certified Court Administrator of the Municipal Court of the Town of Clinton for the Calendar Year 2023.

RESOLUTION # 17-23

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 2023; 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 2023.

RESOLUTION # 18-23

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 2023.

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 Judge for the Calendar year 2023; and

WHEREAS the Municipal Court of the Town of Clinton has authorized the appoint of the person named herein as the Court Judge.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, Hunterdon County, New Jersey, hereby ratifies the Appointment of Eric M. Perkins as the Certified Court Judge of the Municipal Court of the Town of Clinton for a three year appointment expiring 2024.

Vote all ayes  
Motion carried

**RESOLUTION #19-23 – AUTHORIZATION FOR CHECK SIGNING**

A motion was made by Mr. Bruno seconded by Mr. Traphagen to adopt Resolution #19-23 as submitted:

RESOLUTION #19-23  
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 Megan Johnson, be authorized to sign checks.

Vote all ayes  
Motion carried

**RESOLUTION #20-23 – CHECKS ISSUED TO NJ MOTOR VEHICLES COMMISSION**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #20-23 as submitted:

RESOLUTION # 20-23

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.

Vote all ayes  
Motion carried

**RESOLUTION #21-23 – APPOINTMENT OF MUNICIPAL OFFICIALS**

A motion was made Mr. Traphagen, seconded by Mr. Bruno, to adopt Resolution #21-23 as submitted:

RESOLUTION #21-23

APPOINTMENTS OF MUNICIPAL OFFICIALS

**APPOINTMENTS – MUNICIPAL OFFICIALS** **2023**

Municipal Clerk	Cecilia Covino	Tenured
Deputy Municipal Clerk	Nancy Burgess	1 Yr. Appt

Registrar	Cecilia Covino	Tenured
Deputy Registrar	Nancy Burgess	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	Allison Witt	Tenured
Construction Control Officer	Allison Witt	1 Yr. Appt
Fire Official	John Daniels	1 Yr. Appt.
Electrical Inspector and Building Inspector	Peter Buchanan	1 Yr. Appt.
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	Tracy Wenskowski	2 <sup>nd</sup> 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	Bryan Lauber	1 Yr. Appt
Land Use Secretary	Allison Witt	1 Yr. Appt

Board of Health Secretary	Cecilia Covino	1 Yr. Appt
School Crossing Guards	Suzanne Ocello Lisa Kubinak Jennifer Frohlich Gloria Schreck Leo Rodrigues Tara Fioto Holly Smith Janet Chamberlain	1 Yr. Appt 1 Yr. Appt 1 Yr. Appt 1 Yr. Appt 1 Yr. Appt 1 Yr. Appt 1 Yr. Appt 1 Yr. Appt
Town Physician	The Doctor's In St. Luke's Care Now	1 Yr. Appt 1 Yr. Appt
Rep. to Office on Aging	Nora Klippstein	1 Yr. Appt
Tax Assessor	Fran Kuczynski	Tenured
Public Agency Compliance Officer (PACO)	Kathy Olsen	1 Yr. Appt

Vote all ayes  
Motion carried

**RESOLUTION #22-23 – BOARDS, SOMMITTEE & COMMISSION MEMBERS**

A motion was made by Mr. Bruno, seconded by Mr. Perloff, to adopt Resolution #22-23 as submitted:

**RESOLUTION #22-23**  
**2023 - 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))**

Molly Padmos	(Council Rep)
Judy Lilien	(2025) Chairperson
Ann Holt	(2024)
Sally Simpson	(2025)
Sharon Dysart	(2024)

**COMMUNICATIONS COMMITTEE**    **1 Year Appointment)**

Molly Padmos	Council Rep.
Ross Traphagen	Council Rep.
Nancy Burgess	
John Creech	

**ECONOMIC DEVELOPMENT & GRANTS COMMITTEE**

Molly Padmos	Council rep
Kyle Perloff	Council rep
Elizabeth Halpin	
Devon Stone	Business owner
John Creech	

**EMERGENCY MANAGEMENT (2 Year Appointment)**

Coordinator	Cory Kubinak - Police Chief (3 <sup>rd</sup> 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)**

John Kashwick	(Council Rep) (2023)
Vacant	(2026) Land Use Board Liaison
Dean Solomos	(2025)
Kim Stentz	(2023) Shade Tree Liaison
Rebecca Walters	(2023)
Veronique Lambert	(2025)
Mike Humphrey	(2025) Liaison to Land Use Board

**FILMING COMMISSION – (1 Year Appointment)**

J. Cory Kubinak	Chief of Police
Janice Kovach	Mayor

**HISTORIC PRESERVATION COMMISSION – (3 Year Appointment)**

Vacancy	Town Historian – 1 Yr. Appt. Interim Chair
Ross Traphagen	Council Rep.
Carol Crawford-Jones	(2026)
Holly Lione	(2024)
Marcia Hansen	(2023)
Carol Beder	(2023)
Roger Mellick	(2026)
Rosemarie Platt	(2026)
Donna Van Weeren	(2024) Liaison to Land Use Board

**Alt. #1**

Norma Kania

**PLATINUM COMMITTEE**

Molly Padmos– Councilwoman  
 Ross Traphagen Councilman  
 Norma Kania  
 Galen Tinder

**LAND USE BOARD (4 Year Appointment)**

Class I	Janice Kovach	Mayor - concurrent with mayor's term (2023)
Class II	Jonas DeVita	(2025) Liaison to Environmental
Class III	Nick Bruno	(2023) 1 year term concurrent with council term
Class IV	Jeremy Padmos	(2025)
	Donna Van Weeren	(2025) Liaison to Historic Commission
	Neil Viotto	(2024)
	Craig Sailer	(2026) Chairman
	Bryan Lubsen	(2024)
	James Smith	(2026)
	Jonas DeVita	(2025)
Alternates: #1	Chesley Snider	(2023)
	#2 Sherry Dineen	(2024)

**RECREATION COMMITTEE – (Mayor Appointment )**

Kyle Perloff	(Council Rep) Plenary Member – Ex-Officio -non voting (Council Rep) Member – voting member
Paul Arnold	(2025)
Brad Cohen,	(2023)
Sean Rogan, Vice chair	(2026)
Mary Ann Shea, Chair	(2023)
Laura Burr, Secretary	(2023)
Dino Rentoulis	(2024)
Kristina Tuxhorn	(2023)

**Alternate #1**

Liz Hedden (2024) – 2 year term

**Alternate #2**

Tony DiFabio (2023) 1 year term

**SHADE TREE COMMISSION (5 Year Appointment)**

John Kashwick	(Council Rep) non-voting member
Kim Stentz	(2026) (Environmental commission liaison)
Patricia Daley	(2024)
Denise Birmingham	(2024)
Claire Birmingham	(2026)



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

N/A

Vote all ayes  
Motion carried

**RESOLUTION #23-23 – COUNCIL APPOINTMENTS**

A motion was made by Ms. Johnson, seconded by Mr. Bruno, to adopt Resolution #23-23 as submitted:

<b>2023</b>	<b>Mayor</b>	<b>Bruno</b>	<b>Kashwick</b>	<b>Padmos</b>	<b>Johnson</b>	<b>Perloff</b>	<b>Traphagen</b>
Affordable Housing	X						
Board of Assistance - Ceil Covino			X				
Board of Health – Ceil Covino				X			
Building and Ground / Roads		X*		X	X		
Clinton Guild Liaison						X	
Communications/Newsletter				X			X*
Economic Development/Grants				X		X	
Environmental Commission			X				
Finance	X*				X	X	
Fire Commissioner		X					
Historic Commission							X
Insurance Committee			X			X	X
Land Use Board	X	X					
Park Committee		X		X	X		
Personnel		X	X		X		
Platinum Club			X	X			
Police Building	X	X					X
Police Commission/Laborers	X*				X	X	
Recreation Committee						X	
Rescue Squad							X
School Board					X		

Sewer Committee	X*				X		X
Shade Tree Commission			X				
Water Committee	X*	X				X	

Vote all ayes  
Motion carried

**RESOLUTION #24-23 – FILING OF CORRECTIVE APPEALS**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen, to adopt Resolution #24-23 as submitted:

RESOLUTION # 24-23

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.  
6080

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, 2023.

Vote all ayes  
Motion carried

**RESOLUTION #25-23 – REDEMPTION CALCULATIONS FEE**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #25-23 as submitted:

RESOLUTION # 25-23

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.

Vote all ayes  
Motion carried

**RESOLUTION #26-23 – BANK DEPOSITORIES**

A motion was made by Ms. Padmos seconded by Mr. Kashwick, to adopt Resolution #26-23 as submitted:

RESOLUTION # 26-23  
APPROVING BANK DEPOSITORIES

BE IT RESOLVED, that Official Bank Depositories for the Town of Clinton be designated as follows for the year 2023:

- TD Bank
- PNC Bank
- Unity Bank
- Wells Fargo
- Bank of America
- Peapack-Gladstone Bank
- New Jersey Cash Management
- Investors Savings
- Provident Bank
- Chase

Vote all ayes  
Motion carried

**RESOLUTION #27 – 23 – INVESTMENTS**

A motion was made by Mr. Bruno seconded by Ms. Johnson to adopt Resolution #27-23 as submitted:

RESOLUTION #27-23  
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.

Vote all ayes  
Motion carried

**RESOLUTION #28-23 – OFFICIAL NEWSPAPERS**

A motion was made by Ms. Johnson, seconded by Mr. Bruno, to adopt Resolution #28-23 as submitted:

RESOLUTION # 28-23  
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 2023:

1. Hunterdon Review
2. Hunterdon County Democrat
3. Courier-News
4. The Star Ledger
5. NJ.com

Vote all ayes  
Motion carried

**RESOLUTION #29-23- INTEREST RATES**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen, to adopt Resolution #29-23 as submitted:

RESOLUTION # 29-23  
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 #30-23 – COUNCIL MEETING DATES**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos to adopt Resolution #30-23 as submitted:

RESOLUTION # 30-23

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 following a State of Emergency. Until that time, meetings will be held through the use of streaming services and other online meeting platforms according to N.J.S.A. 10:4-8 (b) These scheduled meetings, beginning at 7:30 p m, are as follows:

2023 CALENDAR

January	11 25	July	12 26
February	8 22	August	9 23
March	8 22	September	13 27
April	12 26	October	11 25

May	10 24	November	8 22
June	14 28	December	13 27

Vote all ayes  
Motion carried

**RESOLUTION # 31-23 – TAX COLLECTOR TO CANCEL/REFUND**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #31-23 as submitted:

**RESOLUTION #31-23  
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 #32-23 – 2023 TEMPORARY BUDGET**

A motion was made by Mr. Kashwick, seconded by Ms. Johnson, to adopt Resolution #32-23 as submitted:

**2023 TEMPORARY BUDGET  
RESOLUTION #32-23  
TOWN OF CLINTON**

**2023 TEMPORARY BUDGET RESOLUTION**

**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 2023 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 2023; and

**WHEREAS**, the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of **\$4,830,123.72 for the Current Budget**, and **\$2,478,596.00 for the Water Utility Budget**, and **\$2,124,756.21 for the Sewer Utility Budget**; and

**WHEREAS**, 26.25% of the total appropriations in the 2022 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2022 budget is the sum of **\$1,267,907.48 for the Current Budget**, and **\$650,631.45 for the Water Utility Budget**, and **\$557,748.50 for the Sewer Utility Budget**;

**WHEREAS**, the Mayor and Council have created a Solid Waste Utility and the Current Budget has been reduced by **\$80,000.00**, a temporary budget of **\$80,000.00 has been created for the Solid Waste 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 &amp; WAGES</u>	<u>OTHER EXPENSES</u>
Mayor & Council	\$ 4,590.00	\$ 4,000.00
Communications		2,000.00
Municipal Clerk	30,000.00	10,000.00
Financial Administration	23,000.00	5,960.00
Assessment of Taxes	13,672.00	1,000.00
Revenue Administration	12,000.00	5,000.00
Legal Services		15,000.00
Engineering Services		5,000.00
Land Use Board	7,000.00	2,000.00

<u>CURRENT ACCOUNT</u>	<u>SALARIES &amp; WAGES</u>	<u>OTHER EXPENSES</u>
Environmental Commission		\$ 250.00
Fire Prevention	6,000.00	500.00

Police	420,000.00	55,000.00
Historic Commission		250.00
Emergency Management	7,000.00	1,000.00
Streets & Roads	38,000.00	40,070.00
Shade Tree Commission		2,500.00
Solid Waste Collection		10,000.00
Buildings & Grounds	22,000.00	15,000.00
Community Center		1,000.00
Safety Administration		250.00
Vehicle Maintenance		23,000.00
Recycling	1,700.00	5,000.00
Board of Health	1,400.00	500.00
Recreation Services		630.00
Maintenance of Parks		1,875.00
Construction Officials	20,000.00	1,500.00
Housing/Rental Officer	7,000.00	
Gasoline		25,000.00
Natural Gas		8,000.00
Electricity		16,000.00
Telephone		5,000.00
Street Lighting		10,000.00
Water		464.00
Fire Hydrant Rental		8,000.00
Solid Waste Disposal Costs		15,000.00
Social Security		39,496.48
Unemployment Insurance		2,500.00
General Liability Insurance		85,000.00
Workers Comp Insurance		45,000.00
Employee Health Insurance		136,000.00





Unemployment Insurance	_____	_____	100.00
<b>TOTALS</b>	<b>\$</b>	<b>2,000.00</b>	<b>\$ 78,000.00</b>

ROLL CALL: AYES: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**RESOLUTION #33 and #34 – 2023 SALARIES**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt the 2023 salary resolutions for Non-contractual employees and Teamsters as submitted:

**RESOLUTION #33-23**  
**2023 SALARY RESOLUTION**

**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 2023:

<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Mayor	5,610.00
Council Members	5,100.00
Town Clerk	93,849.02 Ceil
Assessment Search Officer	1,517.96 Ceil
Collector of Taxes	10,428.75 Kathy
Deputy Tax Collector	18,263.20 Joy
Tax Search Officer	1,488.76 Joy
Tax Assessor	27,520.10 Fran
Assistant to Tax Assessor	8,086.39 Louise
Collector of Water Rents	65,665.39 Nancy
Collector of Solid Waste Utility	5,000.00 Nancy
Chief Financial Officer	66,719.99 Kathy
Deputy Treasurer	19,899.49 Joy
Treasurer of Water Utility	32,065.04 Kathy

Finance Assistant #1	35,895.78 Joy
Finance Assistant #2	27,149.64 Allison
Secretary to Land Use Board	19,456.37 Allison
Secretary to Board of Health	2,733.74 Ceil
Registrar of Vital Statistics	2,733.74 Ceil
Public Works/Business Administrator	144,819.24 Rich
Superintendent of Water Department	99,827.95 Art
Superintendent of Wastewater Treatment Plant	103,796.54 Bob N.
Laboratory Supervisor/Manager	60,000.00 Brian
Public Works/Water Department Foreman	33.55 Steve
Wastewater Treatment Plant Foreman	30.00 Eli
Chief of Police	164,250.05* Cory
School Crossing Guard	20.00-25.00
Clerical	19.00/Hr. Chris
Emergency Management Coordinator	9,124.50 Cory
Emergency Management Administrative Assistant	1,900.35 Matt Miller
Building Sub-Code Official	5,430.78 Dan Niro
Fire Sub-Code Official	2,575.00 Tracy W.
Fire Inspector	2,575.00 Tracy W.
Plumbing Sub-Code Official	10,323.77 Dan Niro
Construction Control Official	30,671.17 Allison
Zoning Officer	9,938.01* Allison
Fire Prevention Officer	19,471.83 Jack
Code Enforcement/Housing Officer	13,862.63 Allison
Housing Officer Assistant	6,492.01 Joy
Electric Sub-Code Official	7,210.00 Pete B.
Construction Official	8,532.51 Dan Niro
Building Inspector	2,704.17 Dan Niro
Janitor – Municipal Buildings	19.00 Matt G.

Mileage

Per IRS Regulations

The foregoing resolution shall take effect immediately upon passage and publication thereof according to law.

\*Salary includes shared services agreements.

**RESOLUTION #34-23**

**2023 SALARY RESOLUTION**

**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 2023:

<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Public Works Employee #1	\$28.94/Hr.-Hoffman
Public Works Employee #2	24.65/Hr.-Gonzalez*
Public Works Employee #3	22.62/Hr.-Monthony
Public Works Employee #4	22.25/Hr.-Cerca, V.
Public Works Employee #5	22.25/Hr.-Duarte
Public Works Employee #6	22.25/Hr.-Maszczak
Public Works Employee #7	22.25/Hr.-Hoser
Public Works Employee #8	22.25/Hr.-Dysart, J.
Public Works Employee #9	22.25/Hr.-Cerca, S.
Public Works Employee #10	22.25/Hr.-Sudnik.
Stand-by Pay	10.00/Hr.
Crew Chief*	5,000.00/Yr.

ROLL CALL: AYES: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**RESOLUTION #35-23 – POLICE SALARY RESOLUTION**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #35-23 as submitted:

**RESOLUTION #35-23**

**2023 SALARY RESOLUTION**

**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 2023:

<b><u>POSITION</u></b>	<b><u>2023 SALARY</u></b>
Sergeant	125,226.28
Patrolman-First Class	114,886.49
Patrolman-Second Class	108,979.33
Patrolman-Third Class	103,072.13
Patrolman-Fourth Class	97,164.94
Patrolman-Fifth Class	91,257.74
Patrolman-Sixth Class	85,350.54
Patrolman-Seventh Class	79,443.34
Patrolman-Eighth Class	73,536.15
Patrolman-Ninth Class	67,628.96
Patrolman-Tenth Class	61,721.76
Patrolman-Eleventh Class	55,814.56
Recruit	49,907.37

ROLL CALL: Ayes: Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach  
Abstain: Bruno

Vote all ayes  
1 Abstention (Bruno)  
Motion carried

**RESOLUTION #36-23 – SIGNING CHECK FOR MAILING OF UTILITY BILLS**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #36-23 as submitted:

**RESOLUTION #36-23**

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 #37-23 – PETTY CASH**

A motion was made by Mr. Kashwick seconded by Ms. Johnson, to adopt Resolution #37-23 as submitted:

RESOLUTION # 37-22  
AUTHORIZING THE MUNICIPAL CLERK OF THE TOWN OF CLINTON  
TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Town of Clinton, and

WHEREAS, it is the desire of the Mayor and Council that said fund be continued under the direction of the Municipal Clerk;

NOW, THEREFORE, BE IT RESOLVED, on this 3<sup>rd</sup> day of January 2023 by the Mayor and Council of the Town of Clinton, New Jersey, that the following Petty Cash Fund be established:

Municipal Clerk, Cecilia Covino, \$100.00

The Municipal Clerk, having custody of the Fund, must maintain said Fund in accordance with the laws and regulations governing its operation.

ROLL CALL: AYES: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**RESOLUTION # 38-23 – PETTY CASH**

A motion was made by Ms. Johnson, seconded by Mr. Bruno, to adopt Resolution #38-23 as submitted:

RESOLUTION # 38-23  
AUTHORIZING THE POLICE CHIEF OF THE TOWN OF CLINTON TO MAINTAIN

A PETTY CASH FUND IN THE AMOUNT OF \$250.00

WHEREAS N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Town of Clinton, and

WHEREAS it is the desire of the Mayor and Council that said fund be continued under the director of the Police Chief;

NOW, THEREFORE, BE IT RESOLVED, on this 3<sup>rd</sup> day of January 2023 by the Mayor and Council of the Town of Clinton, New Jersey, that the following Petty Cash Fund be established:

Police Chief, Cory Kubinak, \$250.00

The Police Chief, having custody of the Fund, must maintain said Fund in accordance with the laws and regulations governing its operation.

ROLL CALL: Ayes: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**RESOLUTION #39-23 – VENDORS FOR WATER EMERGENCIES**

A motion was made by Mr. Bruno, seconded by Mr. Traphagen, to adopt Resolution #39-23 as submitted:

RESOLUTION # 39-23  
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	Kusant Electric
Rowe Electric	Pumping Services
Penn Bower Construction	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 #40-23 – ANIMAL CONTROL OFFICER**

A motion was made by Mr. Traphagen, seconded by Ms. Padmos, to adopt Resolution #40-23 as submitted:

RESOLUTION # 40-23  
ANIMAL CONTROL OFFICER

WHEREAS, it is required of municipalities to have a licensed and insured Animal Control Officer service the Town; and

WHEREAS, Laura Roerig, ACO, provides professional, humane and cost effective animal control services and employs certified staff members; and

WHEREAS, Ms. Roerig has vehicles equipped with professional and emergency supplies and are capable of handling all animal problems and emergencies; and

WHEREAS, the Clinton Police Department will be in charge of receiving all calls of stray animals and complaints and will be in direct contact with Ms. Roerig and

WHEREAS, Ms. Roerig will charge the Town a flat fee of \$300.00 per month; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Clinton, that Laura Roerig be retained as the Animal Control Officer for the Town of Clinton.

ROLL CALL: Ayes: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**RESOLUTION #41-23 – CONTRACT WITH NADER HOUSE OF DESIGN**

A motion was made by Ms. Padmos, seconded by Mr. Kashwick, to adopt Resolution #41-23 as submitted:

RESOLUTION #41-23  
RESOLUTION AUTHORIZING THE PROFESSIONAL  
SERVICES CONTRACT WITH NADER HOUSE OF DESIGN

WHEREAS, the Town Council of the Town of Clinton has a need to contract the services of an Architect 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, Nader House of Design has submitted a proposal indicating they will provide the above referenced services at the rates listed in their fee schedule for 2023; and

WHEREAS, Nader House of Design has completed and submitted a Business Entity Disclosure Certification which certifies that Nader 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 architect 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 Nader House of Design; and

WHEREAS, the Chief Financial Officer has certified to the Town Clerk that funds are available from the General Capital Budget, Ordinance 21-28 and Ordinance 21-26



NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Clinton to enter into a contract with Nader House of Design as described herein; 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 Nader House of Design.

ROLL CALL: AYES: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**APPROVAL OF BILLS**

A motion was made by Mr. Kashwick, seconded by Mr. Traphagen, to accept the bill list attached to these minutes.

ROLL CALL: AYES: Bruno, Johnson, Kashwick, Padmos, Perloff, Traphagen, Mayor Kovach

Vote all ayes  
Motion carried

**CORRESPONDENCE**

1. New Jersey League of Municipalities is announcing the Louis Bay 2<sup>nd</sup> Future Municipal Leaders Scholarship Competition, information available in the Clerk's office.
2. New Jersey Department of Agriculture is seeking sponsors for the summer food service program (SFSP). Clerk's office for additional information.

**COUNCILMAN BRUNO**

Councilman Bruno as the new council liaison to the Clinton Fire Department, made a motion to accept Darrel Doremus, 33 Southgate Drive, Annandale, NJ as a member of the New Jersey State Firemen's Association, motion seconded by Ms. Johnson.

Vote all ayes  
Motion carried

**ADJOURNMENT**

There being no further business, a motion was made by Ms. Johnson, seconded by Mr. Bruno, to adjourn the meeting at 6:22 P.M.

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Cecilia Covino, RMCCMC

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Janice Kovach, Mayor