

BRANCHVILLE BOROUGH
Regular Meeting
November 2, 2022
7:00 P.M.

MEETING MINUTES

STATEMENT OF PUBLIC NOTICE

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Branchville Borough Council has caused notice of this meeting to be published by having the date, time and place thereof sent to the New Jersey Herald.

FLAG SALUTE was led by Mayor Frato.

ROLL CALL was conducted by Clerk Leissler, Present were Council members Bathgate, Bellis, Doremus, Orr (via the phone), Van Stone, Whitesell. Also present were Attorney Valenti, Jeff Lewis, Jill Ireland, Keith Whitehead, Mike Clune and Bill Bathgate.

PROCLAMATION – None

EXECUTIVE SESSION

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to enter into executive session due to pending litigation with the Selective Tax Appeal.

The minutes of this executive session will be released once there is a final settlement.

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to enter back into regular session.

REGULAR SESSION

Motion was made by Councilman Doremus, seconded by Councilwoman Bathgate to allow a 60 day extension for the discovery phase of the tax appeal with Selective Insurance. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

APPROVAL OF PREVIOUS MEETING MINUTES

1. October 2022 minutes

Motion to approve October meeting minutes was made by Councilman Bellis, seconded by Councilman Doremus. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

CONSENT AGENDA – None

PUBLIC COMMENT

Motion to open to the public was made by Councilman Doremus, seconded by Councilman Bellis. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Jill Ireland, a Borough resident, updated the mayor and council on her water situation at her home. Motion was made by Councilman Van Stone, seconded by Councilman Doremus to approve a plumber (hired by the Borough) to back flush the system and to have Darren change the filter on a regular basis. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None. Motion was made by Councilwoman Bathgate, seconded by Councilwoman Whitesell to offer a water buffalo if the previous plan does not work. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Mayor Frato appointed Councilman Doremus and Councilman Orr to a committee to start in the Borough center and inquire who has trouble with their water. Mayor Frato would like residents and business owners asked by Councilman Doremus and Councilman Orr if they are having trouble with their water. Mayor Frato stated that he would like the two councilmen to contact Dave Simmons to start to get serious suggestions as to how to fix the situation as soon as possible. Mayor Frato stated he will give a contact number to Councilman Doremus for a possible grant.

Councilman Orr requested a copy of the water results from the water test that Jill Ireland is having done by Thorlabs.

Wes Shelton stated that he is interested in starting the wood working club at the 4H building. The governing body gave him blessings on same.

Motion was made by Councilman Doremus, seconded by Councilwoman Bathgate to approve the sewer agreement with 2 Broad Street at 19 EDU yearly moving forward. Language will include that they will not exceed (water usage) the equivalent of 19 EDUs per year or 3990 per day. The agreement will state that an annual bill is issued yearly, paid quarterly. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion to close to the public made by Councilwoman Bathgate, seconded by Councilman Doremus. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

ORDINANCES

The following ordinance was offered for second reading by Councilman Doremus, seconded by Councilman Van Stone with all council members voting affirmatively:

BRANCHVILLE BOROUGH ORDINANCE # 09-22

FEE SCHEDULE

Advertisement has been made according to law.

Councilman Doremus moved a public hearing be held on the ordinance, seconded by Councilwoman Bathgate with all council members voting affirmatively.

No comments.

On motion of Councilman Doremus, seconded by Councilwoman Bathgate with all council members voting affirmatively, the public hearing was closed.

Councilwoman Whitesell moved the ordinance be adopted on second reading. The motion was seconded by Councilman Doremus. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

The following ordinance was offered for second reading by Councilman Doremus, seconded by Councilwoman Whitesell with all council members voting affirmatively:

BRANCHVILLE BOROUGH ORDINANCE # 10 -2022

AN ORDINANCE TO PROVIDE FOR ACQUISITION OF LAND WITHIN THE BOROUGH OF BRANCHVILLE AND TO PROVIDE FUNDING THERE OF

Advertisement has been made according to law.

Councilman Doremus moved a public hearing be held on the ordinance, seconded by Councilman Van Stone with all council members voting affirmatively.

No comments.

On motion of Councilman Doremus, seconded by Councilman Van Stone with all council members voting affirmatively, the public hearing was closed.

Councilman Doremus moved the ordinance be adopted on second reading. The motion was seconded by Councilman Van Stone. Roll Call Vote: Aye – Bathgate,

Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Orr, seconded by Councilman Doremus to table discussion on the Ideal Landscaping quote. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to approve the Recycling agreement between M. Nemeah and Branchville Borough. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to approve the Best Practice questionnaire as presented by the CFO and the municipal clerk. Submittal of this questionnaire will be done by both staff once the questionnaire is approved by the governing body and before the deadline. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to approve Elizabethtown Gas to install a gas service at 11 Prospect St. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Doremus, seconded by Councilman Van Stone to approve Elizabethtown Gas to install a gas service at 26 Mattison Ave. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve the facility use agreement as presented by the American Legion for a small service to be held in the park on Veterans Day 2022. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to increase staff pay by 3% in 2023(Excel spreadsheet attached). Roll Call Vote: Aye – Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – Bathgate.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to offer Darren Haggerty the road department supervisor position and meter reader job starting January 1, 2023. The pay will be Darren's current 2022 hourly salary + 3% + \$1 dollar per hour starting January 1, 2023. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to offer Cory Bale the equipment operator position starting at \$24 an hour. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Orr, seconded by Councilman Doremus to authorize Harold Pellow's office to file the application-permit with the State of New Jersey allowing the Borough of Branchville to move forward with the pump house redesign. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Doremus, seconded by Councilwoman Bathgate to authorize the clerk to forward a thank you letter to Karen Langenbach for the Halloween candy drive. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Orr, seconded by Councilman Van Stone to approve Councilman Bellis to look into a portable speed bump on Second Street. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Rabies Clinic will be November 5.

The Branchville Borough reorganization meeting will be held January 4, 2023 at 6:30 p.m. the Selective Building, 2 Main Street. A regular council meeting at the same location will follow at 7:00 p.m.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to purchase two gift cards in the following amounts: Mike Little \$500 (retirement) and John Eldred \$300 (work on waterline). Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilman Bellis, seconded by Councilwoman Bathgate to approve Councilman Doremus to attend the Chamber Business event. Roll Call Vote: Aye – Bathgate, Bellis, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – Doremus.

Motion was made by Councilman Van Stone, seconded by Councilman Bellis to approve a letter be sent to Karen Utter requesting that the nonoperating, abandoned vehicle on her property be moved within 30 days. Roll Call Vote: Aye – Bathgate, Bellis, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – Doremus.

Mayor Frato dissolved the Branchville Hose Company Committee.

Mayor Frato left the meeting at direction of Attorney Valenti.

A letter from a lawyer representing BHC was received. The mediation between BHC and Branchville Borough Council has been suspended.

Motion was made by Councilman Van Stone, seconded by Councilman Doremus to table any further discussion on the command vehicle until the further review of results of the audit are given. The results of the audit and command vehicle will be discussed at that point. The auditor will be requested to attend a meeting moving forward if required items are still not given. Review of steps to be taken at that point to retrieve these items will be shared. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

The following bills were presented for payment. On motion of Councilman Doremus, seconded by Councilwoman Whitesell they were ordered paid after being properly audited, paid out of correct account and subject to the availability of funds. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – Orr.

(List of bills follows minutes)

On motion of Councilman Bellis, seconded by Councilwoman Whitesell the meeting was adjourned. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Kathryn Leissler-CMR CTC RMC

Mayor	\$	6,529.54
Council	\$	4,044.40
Borough Clerk	\$	34,390.30
Assessor	\$	13,780.23
Assessment Clerk	\$	1.00
Tax Collector	\$	23,426.39
Treasurer/CFO	\$	-
Water Meter Reader (Mike Little)	\$	883.13
Water Rent Collector	\$	4,407.67
Sewer Rent Collector	\$	3,445.06
Plumbing Sub Code	\$	2,368.26
Fire Sub Code	\$	1,500.26
Construction Official - Plumbing Inspector	\$	8,852.36
Building Inspector-Building Sub Code	\$	6,751.16
Fire Official (Shared Service - County)	\$	-
Chlorinator Operator	\$	-
Chlorinator Operator (Kyle G)	\$	4,784.80
Sewerage Collection System Operator (Rick G)	\$	17,650.08
Land Use Secretary	\$	2,242.54
Board of Health Secretary	\$	\$1.00
Registrar of Vital Statistics*	\$	2,337.71
W-2 Water Operator (Dave Simmons)	\$	5,296.14
Emergency Management Director	\$	1,983.65
Animal Control Officer**	\$	2.00
Code Enforcer	\$	2,101.20
Constable	\$	1.00
T-2 Licensed Water Operator (Dave Simmons)	\$	3,477.65
Recreation Director	\$	1.00
Zoning Officer	\$	2,095.28
Office Cleaning	\$	2,085.96
Per Hour Positions	\$	-
Deputy Clerk	\$	19.12
Road Foreman	\$	30.80
Secretary (Michelle S)	\$	17.11
Equipment Operator ()	\$	29.80
Equipment Operator (Barry N)	\$	19.87
Laborer	\$	15.00
Temporary Clerical	\$	8.75
Recreation Worker	\$	1.00
Emergency Snow Removal	\$	18.00

* Plus \$4 per Death Certificate

** Plus \$2 per Dog

Fixed Salary

Report Printed 2022-11-18 10:41:20 Borough of Branchville

Check Register - (0110101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/02/2022	75	51 JCP&L	2,222.49			
11/02/2022	76	11 Allied-Griffith Trucking	797.38			
11/02/2022	77	524 Barry Norman	200.00			
11/02/2022	78	170 Beverly Bathgate	2,041.20			
11/02/2022	79	15 Century LINK/ Brightspeed	672.77			
11/02/2022	80	18 Cooper Electric	156.09			
11/02/2022	81	59 DOLAN & DOLAN P.A.	2,241.45			
11/02/2022	82	425 Elizabethtown Gas	366.19			
11/02/2022	83	101 FRANKFORD BOARD OF EDUCATION	100,476.50			
11/02/2022	84	61 FRANKFORD TOWNSHIP	100.52			
11/02/2022	85	565 GenServe LLC	112.50			
11/02/2022	86	2 HAROLD E. FELLOW & ASSOC INC.	1,210.51			
11/02/2022	87	502 HBCBS of NJ	134.84			
11/02/2022	88	62 HIGH POINT REGIONAL HIGH SCHOOL	70,955.84			
11/02/2022	89	205 Lowe's	89.57			
11/02/2022	90	558 Lumen	1,123.06			
11/02/2022	91	120 Meadowlands Electronics	92.04			
11/02/2022	92	196 MIDHURST TREE CARE	350.00			
11/02/2022	93	64 MONTAGUE TOOL & SUPPLY CO.	77.46			
11/02/2022	94	95 NEW JERSEY CONFERENCE OF MAYORS	295.00			
11/02/2022	95	449 NIELSEN FORD	3,708.09			
11/02/2022	96	97 NJ DCA ELSA	229.00			
11/02/2022	97	97 NJ DCA ELSA	241.00			
11/02/2022	98	164 NJLM	115.00			
11/02/2022	99	506 North Church Gravel, Inc.	262.59			
11/02/2022	100	67 PETTY CASH	9.99			
11/02/2022	101	320 R&L Data Centers Inc	800.00			
11/02/2022	102	69 STAPLES ADVANTAGE	72.88			
11/02/2022	103	409 Stavola Beaver Run	356.25			
11/02/2022	104	86 Sussex County Muni. Utilities Autho	3,197.51			
11/02/2022	105	91 SUSSEX COUNTY TREASURER	1,780.50			
11/02/2022	106	91 SUSSEX COUNTY TREASURER	149,429.10			
11/02/2022	107	91 SUSSEX COUNTY TREASURER	11,523.15			
11/02/2022	108	91 SUSSEX COUNTY TREASURER	543.50			
11/02/2022	109	71 Sussex County Treasury	7,077.12			
11/02/2022	110	1 Times Herald-Record Localiq	16.74			
11/02/2022	111	344 Tire King	20.00			
11/02/2022	112	75 VERIZON WIRELESS	60.78			
11/02/2022	113	6 WASTE MANAGEMENT OF NJ, INC.	10,309.66			
11/02/2022	114	23 Wielkotz & Co.	7,125.00			
11/02/2022	115	78 WILLCO AIR/CON/REF/HEAT INC.	240.00			
11/02/2022	116	11 Allied-Griffith Trucking	293.10			
11/09/2022	117	525 Michelle Shelton	504.95			

			381,631.32			
			=====			
			381,631.32			

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Check Register - (0710101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/02/2022	1256	51 JCP&L	137.40			
11/02/2022	1257	2 HAROLD E. FELLOW & ASSOC INC.	33.75			
11/02/2022	1258	67 PETTY CASH	7.25			
11/02/2022	1259	86 Sussex County Muni. Utilities Autho	142,000.50			
11/02/2022	1260	86 Sussex County Muni. Utilities Autho	12,794.25			
11/02/2022	1261	465 Wind River Environmental, LLC	514.25			

			155,487.40			

			155,487.40			

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Check Register - (0910101001000) CASH CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
11/02/2022	1000	51 JCP&L				
11/02/2022	1001	61 FRANKFORD TOWNSHIP	1,409.73			
11/02/2022	1002	31 GARDEN STATE LABS INC.	287.09			
11/02/2022	1003	2 HAROLD E. PELLOW & ASSOC INC.	1,650.00			
11/02/2022	1004	526 North Jersey Pump & Controls, LLC	7,847.57			
11/02/2022	1005	66 ONE CALL CONCEPTS	9,195.00			
11/02/2022	1006	67 PETTY CASH	44.33			
11/02/2022	1007	72 Sussex Rural Electric	19.50			
			11.26			

			20,464.48			
			=====			
			20,464.48			