

BRANCHVILLE BOROUGH
Regular Meeting
December 7, 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, Van Stone, Whitesell. Also present were Attorney Valenti, Jeff Lewis, Steve Leenheer, Bruce Jorritsma, Kaitlyn Frato, Chris Fazio, Cynthia Collins (BHC lawyer), Mike Clune and Bill Bathgate.

PROCLAMATION – None

APPROVAL OF PREVIOUS MEETING MINUTES

1. November 2022 minutes

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

CONSENT AGENDA – None

PUBLIC COMMENT

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

Cynthia Collins, BHC lawyer, introduced herself.

Mayor Frato left the meeting.

Cynthia stated she was attending the meeting just to introduce herself and that her clients are willing and able to work out whatever need be.

Mayor Frato returns to the meeting.

Steve Leenheer clarified his quote for a sewer lateral regarding Bruce Jorritsma's property located at 4 Mattison Ave. The quote was from main line to clean out. Motion was made by Councilman Orr, seconded by Councilwoman Bathgate to approve the quote of \$8,700.00. 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 close the public comment portion of the meeting. 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 alter the agenda, being move Attorney Valenti comment from the bottom to the next discussion item. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was by Councilman Doremus, seconded by Councilman Orr to accept the sewer agreement as presented between 2 Broad St. and Branchville Borough. The motion also includes approving the mayor to sign same. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

EXECUTIVE SESSION

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to enter into executive session due to negotiations, litigation, attorney-client privilege.

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 close executive session. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made by Councilwoman Whitesell, seconded by Councilwoman Bathgate to return to regular session. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

REGULAR SESSION

Motion was made by Councilman Doremus, seconded by Councilman Van Stone to accept and confirm the settlement of the Selective Insurance Company tax appeal filed against Branchville Borough with the settlement consisting of no reduction in the assessment for Selective at 40 Broad Street for the year 2022. The case will be dismissed in its entirety. 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 Councilman Bellis to approve Resolution #23-22, Cancel under \$10. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

(Resolution follows minutes)

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve the 2021 audit as presented and the corresponding corrective action plan (attached). 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 approve Charlie Kieffer quote in the amount of \$1178.00 to include a timer (not included in quote) on the dusk to dawn option. 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 approve the Sandyston agreement for shared service for an electrical inspector. It is a 2% increase from the last. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Mayor Frato asked that the packet Dave Simmons provided on various projects be reviewed and placed on the agenda for the next council meeting for discussion. The clerk stated that the master copy will be on the counter for review and copies can be made upon request due to the size of the copy.

Motion was made by Councilwoman Whitesell, seconded by Councilman Van Stone to approve Barry Norman to take a CDL (standard) Class B. The tuition agreement must be signed. The cost is \$3075.00. 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 replace the hot water heater at the Irelands house on Main Street. The motion includes the Borough to split the quote of \$ 1350 in half with the homeowner. The quote was provided by Battista Plumbing Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Councilman Van Stone spoke about a recreation grant. Councilman Van Stone stated he spoke to Harold Pellow about possible pickleball court (2), playground and tennis court resurfacing. Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve having Harold Pellow give a rough cost on same. Councilman Van Stone stated there would be no charge for Harold Pellow. 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 authorize a thank you letter be sent to the churches and choirs involved with the Branchville Borough tree lighting. 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 Councilwoman Bathgate to give the Scarecrow committee yearly approval as long as they abide by and file the form, provide money and make no changes. 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 authorize 2 memorial plaques for Shechner and San Phillip placement on Arbor Day. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Mayor Frato complimented the OEM and road department for helping with an extremely successful tree lighting.

Mayor Frato stated that Selective Insurance expressed interest in having some of their Frankford owned land annexed to Branchville.

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)

Motion was made by Councilman Doremus, seconded by Councilman Van Stone to reopen the public comment portion of the meeting at the request of the BHC lawyer. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Cynthia Collins questioned the audit and corrective action plan in regard to her clients.

Mayor Frato leaves the meeting at this point.

Cynthia Collins and Kaitin Frato questioned timing of BHC payment from the Borough.

Councilwoman Bathgate stated that the council currently does not have legal coverage present and that all questions wait until the attorney is present at the January meeting.

Motion was made by Councilman Doremus, seconded by Councilman Van Stone to close the public comment portion of the meeting at the request of the BHC lawyer. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

On motion of Councilman Bellis, seconded by Councilman Doremus 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

CORRECTIVE ACTION PLAN

BOROUGH OF BRANCHVILLE, SUSSEX COUNTY

FOR AUDIT YEAR DECEMBER 31, 2021

Recommendation #1 – That encumbrances be issued prior to goods being purchased and services rendered.

The Borough has limited staff, however, every effort will be made to encumber all goods prior to purchase and services rendered.

Recommendation #2- That adequate segregation of duties within the Tax Collectors, Water and Sewer Utility Collector departments is maintained.

The Borough will consider strengthening internal control within reason of costs, benefits derived and budget constraints.

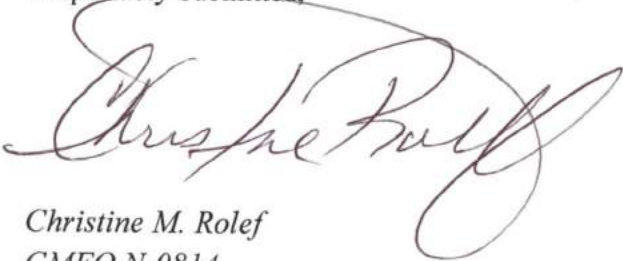
Recommendation #3- That the Chief Financial Officer reconcile the extended tax duplicate book to the tax computer software.

The Chief Financial Officer will reconcile the extended tax duplicate to the tax computer software.

Recommendation #4- That a fixed asset listing be maintained in accordance with technical accounting directive 85-2

The Borough will weigh the cost options of hiring an outside vendor for the minimal fixed assets purchased each year.

Respectably Submitted,



Christine M. Rolef
CMFO N-0814

**Borough of Branchville
SUSSEX COUNTY, NEW JERSEY**

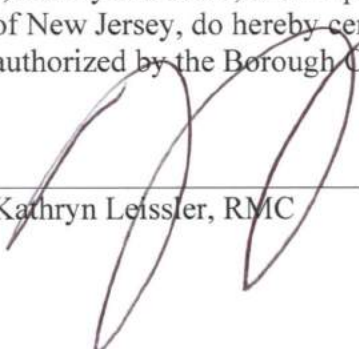
**Resolution # 23 -2022
CANCELING TAX, WATER, SEWER BALANCES**

WHEREAS, pursuant to NJSA 40A:5-17.1 promulgated by the State of New Jersey, all unpaid or overpaid property taxes, water balances and sewer balances up to the amount of \$10.00 (ten dollars) can be canceled of record.

NOW, THEREFORE BE IT RESOLVED on this 7th day of December, 2022 by the Borough of Branchville Council that the Collectors are hereby authorized and empowered, pursuant to NJSA 40A:5-17.1, to cancel all unpaid or overpaid amounts of less than \$10.00 (ten dollars).

CERTIFICATION

I, Kathryn Leissler, Municipal Clerk of the Borough of Branchville, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 7th day of December, 2022.



Kathryn Leissler, RMC

credit / debit

Report Printed 2022-12-07 12:28:40 Borough of Branchville

Check Register - (0110101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/01/2022	1001	294 Third Base Pub	1,536.00			(Manual)
12/07/2022	118	570 Aerial Testing CO.	1,500.00			
12/07/2022	119	11 Allied-Griffith Trucking	1,522.74			
12/07/2022	120	138 Branchville Hose Company #1	7,437.50			
12/07/2022	121	15 Century LINK/ Brightspeed	658.74			
12/07/2022	122	425 Elizabethtown Gas	519.12			
12/07/2022	123	569 Fireflow Services	1,597.50			
12/07/2022	124	101 FRANKFORD BOARD OF EDUCATION	100,476.50			
12/07/2022	125	2 HAROLD E. PELLOW & ASSOC INC.	6,413.95			
12/07/2022	126	2 HAROLD E. PELLOW & ASSOC INC.	950.00			
12/07/2022	127	2 HAROLD E. PELLOW & ASSOC INC.	1,527.26			
12/07/2022	128	502 HBCBS of NJ	130.84			
12/07/2022	129	62 HIGH POINT REGIONAL HIGH SCHOOL	70,955.80			
12/07/2022	130	51 JCP&L	2,511.61			
12/07/2022	131	119 John Eldred	2,014.20			
12/07/2022	132	168 KATHRYN LEISSLER	315.84			
12/07/2022	133	70 LISA'S STONE BROOK FLORIST LLC	100.00			
12/07/2022	134	205 Lowe's	57.43			
12/07/2022	135	558 Lumen	1,124.29			
12/07/2022	136	64 MONTAGUE TOOL & SUPPLY CO.	663.84			
12/07/2022	137	172 MORRIS ASPHALT SUPPLY LLC	448.20			
12/07/2022	138	5 MUNICIPAL SOFTWARE INC.	4,640.00			
12/07/2022	139	171 NEW JERSEY DIV. ALCOHOLIC BEVERAGE	9.00			
12/07/2022	140	97 NJ DCA ELSA	182.00			
12/07/2022	141	164 NJLM	115.00			
12/07/2022	142	67 PETTY CASH	120.00			
12/07/2022	143	67 PETTY CASH	57.39			
12/07/2022	144	320 R&L Data Centers Inc	640.00			
12/07/2022	145	69 STAPLES ADVANTAGE	441.89			
12/07/2022	146	149 STATEWIDE INSURANCE FUND	15,968.00			
12/07/2022	147	284 Sussex County Economic Development	80.00			
12/07/2022	148	86 Sussex County Muni. Utilities Autho	3,538.56			
12/07/2022	149	91 SUSSEX COUNTY TREASURER	3,513.40			
12/07/2022	150	91 SUSSEX COUNTY TREASURER	255.86			
12/07/2022	151	91 SUSSEX COUNTY TREASURER	19.57			
12/07/2022	152	567 The Fund Racing Alliance	100.00			
12/07/2022	153	75 VERIZON WIRELESS	60.80			
12/07/2022	154	418 Viking Termite & Pest Control, Inc	108.92			
12/07/2022	155	76 Vital Communications INC	98.54			
12/07/2022	156	156 WANTAGE TOWNSHIP	10,824.25			
12/07/2022	157	6 WASTE MANAGEMENT OF NJ, INC.	10,017.91			
12/07/2022	158	23 Wielkotz & Co.	250.00			
12/07/2022	159	78 WILLCO AIR/CON/REF/HEAT INC.	175.00			
12/07/2022	160	568 Witmer Public Safety	985.84			
12/07/2022	161	92 TOWNSHIP OF RANDOLPH	1,100.00			
			254,227.29			
			1,536.00			Manual
			255,763.29			

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Check Register - (0710101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/07/2022	1262	51 JCP&L	84.19			
12/07/2022	1263	86 Sussex County Muni. Utilities Autho	4,321.00			

			4,405.19			
			=====			
			4,405.19			

Report Printed 2022-12-07 12:29:47 Borough of Branchville

Check Register - (0810101001000) CASH CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/07/2022	1022	563 Ad Edge	23,958.48			

			23,958.48			

			23,958.48			

Report Printed 2022-12-07 12:30:13 Borough of Branchville

Check Register - (0910101001000) CASH CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
12/07/2022	1008	100 MAIN POOL & CHEMICAL CO.	473.60			
12/07/2022	1040	229 MORRIS, DOWNING & SHERRED, LLP	3,924.64			
12/07/2022	1264	66 ONE CALL CONCEPTS	17.16			
12/07/2022	1265	66 ONE CALL CONCEPTS	43.97			
12/07/2022	1266	140 SCHMIDT'S WHOLESALE, INC.	940.48			
12/07/2022	1267	72 Sussex Rural Electric	56.92			
12/07/2022	1268	1 Times Herald-Record Localiq	88.89			
12/07/2022	1993	31 GARDEN STATE LABS INC.	1,100.00			
12/07/2022	1994	2 HAROLD E. FELLOW & ASSOC INC.	4,525.83			
12/07/2022	1995	541 IPE Industrial Pipe Engineering	9,872.00			
12/07/2022	1996	193 J. BATTISTA PLUMBING & HEATING, LLC	145.00			
12/07/2022	1997	51 JCP&L	2,414.25			

			23,602.74			
			=====			
			23,602.74			