

Councilman Van Stone and Councilman Doremus was sworn in by Kate Leissler.

BRANCHVILLE BOROUGH
Reorganization Meeting
January 4, 2023
6:30 P.M.

The Reorganization Meeting of the Branchville Borough Council was held on Wednesday, Jan.4, 2023 at 6:30 pm at the Selective Insurance building located at 2 Broad Street, Branchville.

Mayor Frato opened the meeting with the flag salute and the reading of the New Jersey Open Public Meetings Act Statement.

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.

The roll was called. Those present were Mayor Frato, Council Members Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Also present were Michelle Shelton, Jeff Lewis, Keith Whitehead, Charles Smith, Heather Klimas, William Bathgate, Mike Clune, John Newcomer and the Van Stones.

Motion was made by Councilman Doremus, seconded by Councilwoman Bathgate to approve the 2023 Appointment List. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent-None. Abstain- None.

(Appointment list attached)

Resolution # 01-2023, Municipal Assessor and Attorney, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 01-2023 follows minutes)

Resolution # 02-2023, Recycling, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 02-2023 follows minutes)

Resolution # 03-2023, Professional Services, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent-None. Abstain- None.

(Resolution # 03-2023 follows minutes)

Resolution # 04-2023, Temporary Budget, was offered Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 04-2023 follows minutes)

Resolution # 05-2023, Statewide Insurance-Agreement, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 05-2023 follows minutes)

Resolution # 06-2023, Appointing Risk Consultant-agreement, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 06-2023 follows minutes)

Resolution # 07-2023, Fund Commissioner Appointment, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 07-2023 follows minutes)

Resolution # 08-2023, Tax, Water and Sewer Interest, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 08-2023 follows minutes)

Resolution # 09-2023, Petty Cash, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 09-2023 follows minutes)

Resolution # 10-2023, Change Fund, was offered by Councilwoman Whitesell, seconded by Councilman Doremus. Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

(Resolution # 10-2023 follows minutes)

Motion was made by Councilwoman Whitesell, seconded by Councilwoman Bathgate to approve 2023 contract for Engineer (Pellow), Bond Counsel (Beinfield). Counsel (Valenti). Roll Call Vote: Aye: Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay-None. Absent- None. Abstain- None.

On a motion made by Councilman Bellis, seconded by Councilman Orr 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
Borough Clerk

BRANCHVILLE BOROUGH
Appointments for 2023

All officials and employees filling the following positions for 2023 are listed below. All motions apply only to those positions which call for an appointment on January 1, 2023 and are denoted with an asterisk (*).

Municipal Tax Collector	Kathryn Leissler
Municipal Deputy Tax Collector	
Municipal Water Rent Collector	Kathryn Leissler*
Municipal Sewer Rent Collector	Karen Braun*
Municipal Registrar	Kathryn Leissler
Municipal Deputy Registrar	Karen Braun*
Municipal Clerk	Kathryn Leissler
Deputy Municipal Clerk	Karen Braun*
Assistant to Municipal Clerk (Dog License)	Michele Shelton*
Municipal Assessor	Kristy Lockburner
Municipal Tax Search Official	Kathryn Leissler
Municipal Improvement Search Official	Kathryn Leissler*
Public Agency Compliance Officer	Kathryn Leissler*
Human Resource Officer	Kathryn Leissler*
Office Cleaning	Kathryn Leissler*
Chief Financial Officer-QPA	Christine Rolef
Depository	Lakeland Bank* Sussex Bank*
President of Council	Richard Van Stone*
Legal Advertising	N.J. Herald* N.J. Sunday Herald* Star Ledger*

Board of Health

Secretary to the Board of Health Mary Whitesell*
Jeff Lewis is appointed to a three year term commencing January 1, 2022.
Richard Van Stone* and Heather Klimas* are each appointed to a two year term commencing January 1, 2023.
Russell Bellis Jr.* is appointed to a three year term, Class III, commencing January 1, 2023.

Planning & Zoning Board

Secretary

Karen Braun*

Attorney

Robert Morgenstern*

Anthony Frato Sr.* appointed to a one year term, Class I, commencing January 1, 2023.

Councilwoman Whitesell* appointed to a one year term, Class III, commencing January 1, 2023.

Michael Robinson * appointed to a one year term, Class II, commencing January 1, 2023 as an official other than a member of the governing body.

Michael Clune appointed to a four year term, Class IV, commencing January 1, 2020.

Frank Sutton* appointed to a four year term, Class IV, commencing January 1, 2023.

Keith Whitehead appointed to a four year term, Class IV, commencing January 1, 2022.

William Bathgate appointed to a four year term, Class IV, January 1, 2021.

Phil Horjus* appointed to a four year term, Class IV, commencing January 1, 2023.

Heather Klimas* appointed to a four year term, Class IV, commencing January 1, 2023.

Brian Bansemer*(1st Alternate) appointed to a one year term, Class IV, commencing January 1, 2022.

Charles Smith*(2nd Alternate) appointed to a one year term, Class IV, commencing January 1, 2023.

Steven Worthington *(3rd Alternate) appointed to a one year term, Class IV, commencing January 1, 2023.

CONSTRUCTION AND FIRE OFFICIALS

Construction Official

Michael Robinson

(4 year term commencing January 1, 2020)

Building Sub Code Official

Gary Kristoffersen

(4 year term commencing January 1, 2020)

Building Inspector

Gary Kristoffersen

(4 year term commencing January 1, 2020)

Fire Sub Code Official

Gary Kristoffersen

(4 year term commencing February 1, 2020)

Plumbing Inspector

Michael Robinson

(4 year term commencing January 1, 2020)

Plumbing Sub Code Official

Michael Robinson

(4 year term commencing January 1, 2020)

Electrical Inspector

Andrew Simonis

(4 year term commencing January 1, 2023)

Elevator Inspector

State of New Jersey*

Fire Official

Virgil Rome, County of Sussex*

Zoning Officer

George Boesze*

Municipal Housing Liaison

_____*

Code Enforcement

_____*

One Year Appointments:

RISK MANAGEMENT CONSULTANT

George Morville*-The

Morville Agency, Division of Gallagher Bollinger, Arthur J Gallagher & Co.

MUNICIPAL ATTORNEY
MUNICIPAL AUDITOR
MUNICIPAL CERTIFIED PUBLIC ACCOUNTANT
MUNICIPAL BOND COUNSEL
SECRETARY
MUNICIPAL ENGINEER
(3 year appointment commencing January 1, 2022)
NEWSLETTER COMMITTEE

M. Richard Valenti*
John Mooney*
John Mooney*
Robert Beinfield*
Michelle Shelton*
Harold Pellow*

Kathryn Leissler*
Lorie Laux*
Beverly Bathgate*

BUDGET COMMITTEE

Christine Rolef*
Beverly Bathgate*
Mary Whitesell*
Tony Frato*

RECORDS COMMITTEE

Kathryn Leissler*
Kristy Lockburner*

SEWER UTILITIES AND SEWER
REVIEW OF EDU COMMITTEE

Mike Clune – Chairman*
Lee Doremus*
Mary Whitesell*
Beverly Bathgate*

SHADE TREE COMMITTEE/COMMISSION
3 year term commencing January 1, 2021

Frank Sutton
(commissioner)
Susan Stark
Darren Haggerty
Mike Clune*
David Wright*
Thomas Meyer*
Jeff Pichier*
Phil Horjus*

3 year term commencing January 1, 2022
3 year term commencing January 1, 2021
3 year term commencing January 1, 2023
3 year term commencing January 1, 2023
Consultant
Advisor

RESERVOIR COMMITTEE

(Chair) William Bathgate*
Richard Van Stone*
Anthony Frato*

FLOWER COMMITTEE & CHRISTMAS DÉCOR.

Mike and Heidi Clune*
DPW*

EMERGENCY MANAGEMENT DIRECTOR

Jeffrey Lewis*

(3 year appointment commencing January 1, 2023)

DEPUTY EMERGENCY MANAGEMENT DIRECTOR	Christopher Franek* Wes Shelton*
EMERGENCY MANAGEMENT COMMITTEE	Anthony Frato, Sr. *(Mayor) Jeffrey Lewis*(OEM) Jonathon Frato*(BHC) Keith Whitehead*(BHC) Russell Bellis*(Council)
PERSONNEL COMMITTEE	Richard Van Stone*, Chair* Beverly Bathgate* Tony Frato*
MISS BRANCHVILLE CONTEST COMMITTEE	Debra Anderson*
FEDERAL HANDICAPPED REGULATIONS AS REQUIRED FOR REVENUE SHARING AND 501 COORDINATOR	Anthony Frato Sr.* Beverly Bathgate* Harold Pellow*
RECREATION LIAISON (Youth Group)	Rusty Bellis*
RECREATION (Field Maintenance)	Darren Haggerty* Barry Norman (Alt)* Richard Van Stone* (Liaison)
DRUG ALLIANCE COMMITTEE	Mary Whitesell* Lee Doremus*
ROAD DEPARTMENT	
Principal Public Works Supervisor-Road Foreman	Darren Haggerty
Superintendent of Roads	Darren Haggerty
Equipment Operator	Darren Haggerty T1 W1 *
Street Lighting	Barry Norman* Troy Orr*
Street Lighting Replacement Committee	Mary Whitesell* Richard Van Stone* Troy Orr* Darren Haggerty*
Road Commissioner, Building, Grounds and Parks Assistant	Russell Bellis* Lee Doremus*

WATER DEPARTMENT

Water Commissioner
Assistant
Water Committee

Water Meter Reader
T-2 Licensed Operator

Chlorinator Operator
Sewerage Collection System Operator
W-2 Licensed Water Supply System
POLICE

ANIMAL CONTROL OFFICER & POUND
REPRESENTATIVE OF SELECTIVE INSURANCE
CLEAN COMMUNITIES COORDINATOR
SWAC REPRESENTATIVE

SUSSEX COUNTY LEAGUE OF MUN. REP.
POLICE COMMISSIONER

LIAISON TO THE COURT
LIAISON TO THE BOARD OF EDUCATION

Frankford
High Point
GARAGE SALE CHAIR.

RIGHT TO KNOW

Key Contact Person (RTK)

FLOOD PLAIN ADMINISTRATOR
BOROUGH HISTORIAN
SELECTIVE INSURANCE LIASION COMMITTEE

FAIR DISPLAY COMMITTEE

MEMBERS OF THE BRANCHVILLE REDEVELOPMENT COMMITTEE
(Not Appointed)

Lee Doremus*
Troy Orr*
Lee Doremus*
Richard Van Stone*
Troy Orr*
Darren Haggerty*
Darren Haggerty*
David Simmons*
(Alternate)Darren Haggerty*
Kyle Gottemoller*
Rick Gottemoller*
Dave Simmons*
NJ State Police*
Sussex Cty .Sheriff's Dept.*
Wantage Twsp.*
Bob Stark*
Christine Rolef*
Lee Doremus*
Troy Orr*
Troy Orr*
Russell Bellis*
Richard Van Stone*
Lee Doremus*

Rusty Bellis*
Troy Orr*
Kathryn Leissler*
Karen Braun*
Beverly Bathgate*
Barry Norman*
Kathryn Leissler*
Darren Haggerty*

Harold Pellow*
William Bathgate*
Mike Clune*
Kathryn Leissler*
Beverly Bathgate*
John Newcomer*
Katieanne Harrison*
Beverly Bathgate*

Mike Clune-Chair

Mary Whitesell
Tammie Horsfield
Lou Ruggerio
Kim Ferruggia
Vince Noggle
Michael Lanza
Debbie Anderson
Cassia DeFrank
Ethan Di Stefano
Sue-Ni Di Stefano
Dan Mc Cain
Greg Stetzel
Fran Delgado

* Denotes new appointment effective January 1, 2023.

Changes may be made anytime on this appointment list

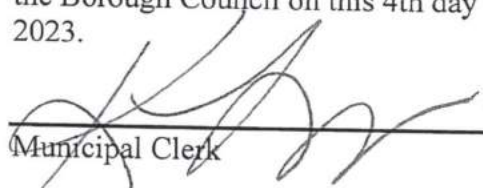
Branchville Borough Resolution # 01-23

BE IT RESOLVED by the governing body of the Borough of Branchville that the Municipal Assessor and Municipal Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Borough of Branchville tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Borough of Branchville; and

BE IT FURTHER RESOLVED that the Municipal Assessor and the Municipal Attorney be and hereby designated as the agents of the Borough of Branchville for the purpose of signing settlements of the foregoing matters by stipulation.

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 4th day of January, 2023.



Municipal Clerk

BRANCHVILLE BOROUGH
RECYCLING RESOLUTION
02-23

WHEREAS, The Recycling Act, P.L. 181, c 278, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs;

WHEREAS, it is the intent and spirit of the Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and expand existing programs; and

WHEREAS, the recycling regulations impose municipalities certain requirements as a condition of applying for the tonnage grants, including, but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

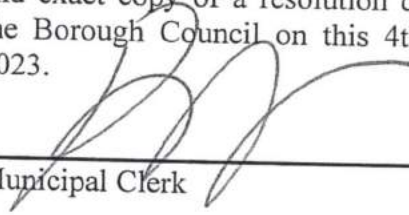
WHEREAS, A resolution authorizing this municipality to apply for such tonnage grants will memorialize the commitment to this municipality to recycle and indicate the assent of The Branchville Borough Council to the efforts, undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure that the application is properly completed and timely filed.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Branchville that Branchville hereby endorsed the submission of a Municipal Recycling Tonnage Grant Application to the New Jersey Department of Energy, Office of Recycling and designates Marguerite Nemeth 112 Rock Court Dingmans Ferry, PA 18328 to ensure that the said application is properly filed.

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 4th day of January, 2023.



Municipal Clerk

BRANCHVILLE BOROUGH
Resolution # 03-23

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
BRANCHVILLE, COUNTY OF SUSSEX AND STATE OF NEW JERSEY RATIFYING AND
AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO
BRANCHVILLE BOROUGH

WHEREAS, the Borough Council of the Borough of Branchville will require professional services for auditing, and

WHEREAS the attached certification attests to the availability of funds for these services from general revenues of the Borough; and

WHEREAS, the Local Public Contracts Law N.J.S.A. 50A:11-5 permits a contract for Professional Services be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Branchville, County of Sussex, State of New Jersey, as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to enter into a contract with Morris, Downing & Sherred for legal services/ Harold Pellow for engineering services/ Robert Beinfield for bond counsel services/ Bollinger Inc. Division of AJ Gallagher, George Morville Agency for Insurance services for the period of January 1, 2023 to December 31, 2023 in accordance with the contracts.
2. The contract is entered into without competitive bidding as a "Professional Service" contract, pursuant to the Local Public Contracts Law as the borough needs professional services within the meaning of the law,
3. Notice of this award or a copy of the Resolution shall be published in the official newspaper of the Borough of Branchville within ten (10) days of passage as required by law, pursuant to the Local Public Contracts Law

As required by N.J.S.A. 40A: 4-57, N.J.A.C 5:34-5.1 et seq and any other applicable requirement, I, Christine Rolef, Chief Financial Officer of Branchville Borough in New Jersey, have ascertained that there will be sufficient uncommitted appropriations after the 2023 Municipal Budget is adopted to award contracts to Morris, Downing & Sherred for legal services/ Harold Pellow for engineering services/ Robert Beinfield for bond counsel services/ Bollinger Inc. Division of AJ Gallagher, George Morville Agency for Insurance services for a period of one year, January 1, 2023 to December 31, 2023. Funds for certification are therefore being made available and certified against the applicable appropriations in the 2023 Municipal Budget.



Contract award date: January 4, 2023
Contract Period: 2023
Christine Rolef CFO
Branchville Borough

**BOROUGH OF BRACHVILLE
SUSSEX COUNTY, NEW JERSEY**

**RESOLUTION NO. 04-2023
APPROVING TEMPORARY APPROPRIATIONS
FOR THE BRANCHVILLE MUNICIPAL OPERATING BUDGET FOR 2023
THE WATER UTILITY BUDGET FOR 2020 AND THE SEWER UTILITY
BUDGET FOR 2023**

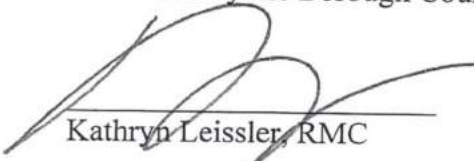
WHEREAS, N.J.S.A. 40a:4-19 provides that where any contract, commitment or payments are to be made prior to final adoption of the 2023 Municipal Operating Budget, Water Utility Budget and Sewer Utility Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, 26.25% of the total appropriation in the 2022 Municipal Operating Budget, Water Utility Budget and Sewer Utility, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance is said 2023 Temporary Municipal Operating is the sum of \$306,225.54
and
in said 2023 Temporary Water Utility Budget is the sum of \$30,633.75
and
is said 2023 Temporary Sewer Utility Budget is the sum of \$175,875.00

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 the record.

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 4th day of January, 2023.


Kathryn Leissler, RMC

**2023 FUND YEAR
STATEWIDE INSURANCE FUND
Resolution # 05-23**

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 4th day of January 2023, among the Statewide Insurance Fund ("FUND"), a joint insurance fund of the State of New Jersey, Borough of Branchville and George Morville through a fair and open process, pursuant to N.J.S.A. 19:44A-20.4.

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

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

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

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

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

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) assist in evaluating the MEMBER'S exposures and advise on matters relating to the Member's operation and coverage.
 - (b) explain to the MEMBER, or its representatives, the various coverages available from the FUND.
 - (c) explain to the MEMBER, or its representatives, the terms of the member's commitment and obligations to the FUND.
 - (d) explain to the MEMBER, or its representatives the operation of the FUND.

- (e) prepare applications, statements of values, etc., on behalf of the MEMBER, if required by the FUND.
 - (f) review the MEMBER'S assessment and assist in the preparation of the MEMBER'S insurance budget.
 - (g) review losses and engineering reports and provide assistance to the MEMBER'S safety committee, if required.
 - (h) assist in the claims settlement process, if required, by MEMBER or FUND.
 - (i) attend the majority of meetings of the Fund Commissioners or Executive Committee, if requested, and perform such other services as required by the MEMBER or the FUND.
 - (j) comply with the obligations imposed upon Risk Managers in the FUND'S Bylaws.
 - (k) act in good faith and fair dealing to the FUND.
 - (l) perform other duties for the FUND as may be required from time to time by the FUND.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- (a) The CONSULTANT shall be paid by the FUND, on behalf of the MEMBER, a fee as compensation for services rendered. Said fee, an apportionment of the MEMBER'S assessment: 6% of workers' compensation (excluding any fees, PLIGA, and loss ratio apportionment); 7.5% of non WC assessment (excluding any fees, PLIGA, and loss ratio apportionment);
 - (b) The CONSULTANT shall be entitled to compensation for services provided during any calendar year only if the CONSULTANT has been appointed and holds the position of Risk Management Consultant, as of January 31 of the said calendar year for counties and municipalities holding general elections and July 30 for municipalities holding regular elections.
 - (c) For any insurance coverages authorized by the MEMBER to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND'S assessment in computing the fee set forth in 2(a).
 - (d) If the MEMBER shall require of the CONSULTANT extra services other than those outlined above, the CONSULTANT shall be paid by the MEMBER a fee at a rate to be negotiated by the parties.

3. The term of this Agreement shall be from **January 1, 2023** to **January 1, 2024**. 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.

ATTEST:




Member Representative

ATTEST:

Risk Management Consultant Corporate Officer

ATTEST:

Statewide Insurance Fund Chairperson

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

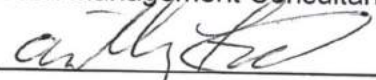
(c) A photocopy of a completed Employee Information Report (Form AA302) provided by the Division of Contract Compliance and completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

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.

COMPANY: _____
Risk Management Consultant

SIGNATURE: 

PRINT NAME: Anthony Frato Sr

TITLE: Mayor DATE: 1-4-2023

RESOLUTION APPOINTING RISK MANAGEMENT CONSULTANT
Resolution # 06-23

WHEREAS, Branchville Borough has joined the Statewide Insurance 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 Sussex and State of New Jersey, as follows:

1. Branchville Borough hereby appoints George Morville its Risk Management Consultant.
2. That Kathryn Leissler and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant's Agreement for the year 2023 in the form attached hereto.

Attest:

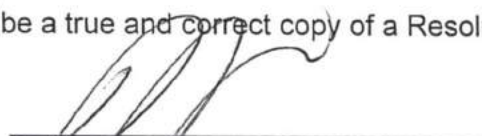

Kathryn Leissler, Clerk

Name of Entity: Branchville


Mayor Anthony Frato

Certification

I, Kathryn Leissler, Clerk of the Branchville Borough County of Sussex do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on January 4, 2023


Clerk

Witness my hand and seal of the

Branchville Borough

This day of January 4, 2023

**STATEWIDE INSURANCE FUND
RESOLUTION APPOINTING FUND COMMISSIONER**

Resolution # 07-23

WHEREAS, Branchville Borough is a member of the Statewide Insurance 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;

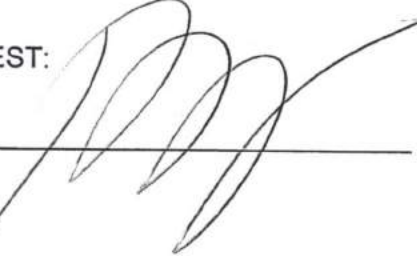
NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough of Branchville that Anthony Frato, Mayor is hereby appointed as the Fund Commissioner for the Local Unit for the **Fund Year 2023**; and

BE IT FURTHER RESOLVED that the Council President Richard Van Stone is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the **Fund 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.

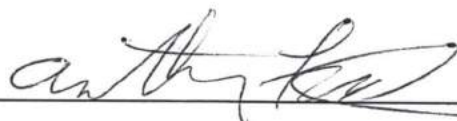
Name of Entity: Branchville

ATTEST:



Clerk

By:



Print Name: Anthony Frato

Title: Mayor

This Resolution agreed to the 4th day of January, 2023, by a vote of:

 6 Affirmative - Abstain - Negative - Absent



STATEWIDE INSURANCE FUND

A JOINT INSURANCE FUND SERVING NEW JERSEY'S COMMUNITIES SINCE 1994

ONE SYLVAN WAY

PARSIPPANY, NJ 07054

862-260-2050

FAX 862-260-2058

Let Statewide Insurance Fund better serve you by reaching the right people in your Entity. Please provide information for the individuals we should contact regarding the following Statewide Insurance Fund membership benefits:

Entity Name *

Borough of Branchville

Primary Contact

The Primary Contact is the main point of contact for communication from Statewide

Primary Contact Name

Kathryn Leissler

Primary Contact Professional Title

Clerk

Primary Contact Phone

973-948-4626 x 20

Primary Contact Email Address

branchvilleclerk@yahoo.com

Fund Commissioner

The Fund Commissioner is the person who represents members for official Fund business and is appointed by the member's governing body via resolution.

Fund Commissioner Name

Anthony Frato

Fund Commissioner Email

Alternate Fund Commissioner

The Alternate Fund Commissioner is the backup for the Fund Commissioner governing body, appointed via resolution by the governing body of the member.

Alternate Fund Commissioner Name

Richard VanStone

Alternate Fund Commissioner Email

Billing Contact

The Billing Contact will receive future invoices.

Billing Contact Name

Christine Rolef

Billing Contact Professional Title

CFO

Billing Contact Phone

973-948-4626 x 25

Billing Contact Email Address

branchvillefinance@gmail.com

Billing Contact Address if different

Billing Contact City

Billing Contact Location

Billing Contact Zip/Postal Code

Claim Contact

The Claim Contact receives claims related correspondence.

Claim Contact Name

Kathryn Leissler

Claim Contact Professional Title

Clerk

Claim Contact Phone

973-948-4626 x 20

Claim Contact Email Address

branchvilleclerk@yahoo.com

Borough of Branchville

Tax, Water and Sewer Interest Resolution #

08-23

WHEREAS, NJSA 53:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes, water and sewer; and

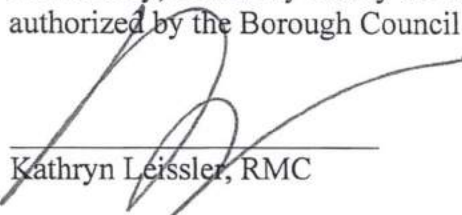
WHEREAS, NJSA 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Branchville, Sussex County, State of New Jersey as follows:

- 1.) The Tax Collector, Water Collector and Sewer Collector is hereby authorized and directed to charge 8% per annum on the first \$1500.00 of taxes, water or sewer becoming delinquent after the due date and 18% per annum on any amount of taxes, water or sewer in excess of \$1500.00 becoming delinquent after the due date.

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 4th day of January, 2023.


Kathryn Leissler, RMC

BOROUGH OF BRANCHVILLE
SUSSEX COUNTY, NEW JERSEY

RESOLUTION # 09-23

Approval of Petty Cash Accounts

WHEREAS, pursuant to N.J.S.A. 40A:5-21 the Borough of Branchville has established a petty cash account with the New Jersey Department Community Affairs; and

WHEREAS, the NJ Department of Community Affairs requires that the Local Governing Body approve petty cash funds on an annual basis

WHEREAS, the Borough Clerk and the Sewer Utility Clerk each request the approval for a \$50 petty cash fund,

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 4th day of January, 2023.



Kathryn Leissler, RMC

**BOROUGH OF BRANCHVILLE
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION #: 10-23

Approval of Change Funds

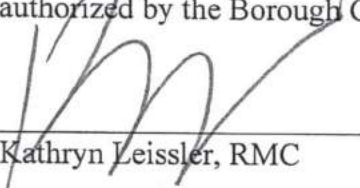
WHEREAS, the Borough of Branchville has approved Change Funds within the Offices of the Borough Clerk and the Sewer Utility Collector; and

WHEREAS, the Borough Clerk and the Sewer Utility Collector each request the approval for a \$50 Change Fund

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Branchville, County of Sussex, and State of New Jersey that a \$50 change fund be approved for both the Borough Clerk and the Sewer Utility Clerk.

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 4th day of January, 2023.



Kathryn Leissler, RMC