

BRANCHVILLE BOROUGH  
Regular Meeting  
July 5, 2023  
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 Keith Whitehead, Kaitlin Frato, Commissioner Hayden, Mr. Silverthorne, Angel Bellis and Melinda Tanzola.

PROCLAMATION – None.

1. Approval of minutes:

June 7, 2023

New Jer

Motion to approve June 7, 2023 meeting minutes was made by Councilman Doremus, seconded by Councilman Van Stone. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

CONSENT AGENDA – None

Silverth

Motion was made by Councilwoman Bathgate, seconded by Councilwoman Whitesell to enter public session. 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 Bellis to hold all discussion on Branchville Hose Company and to hold 2023 donation until review of their financial statement occurs by the council and attorney. Voucher #7557 and # 7605 are to be held and not approved. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Van Stone, Whitesell. Nay – Orr. Absent – None. Abstain – None.

Discussion will conclude on BHC at the August, 2023 meeting.

Melinda Tanzola stated to be mindful that the incorrect agenda was placed online.

Branchv

11/15/23

The personnel committee will talk to staff about why they are not maintaining their portion of the website as they have been requested to do so. A letter can be given to department heads by Mayor Frato.

Mayor Frato thanked Beverly Bathgate and Judy Russelisi for the preparation of the 2023 Branchville Borough fair display.

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

Councilman Doremus would like to show Planet Network invoices to price compare. Councilman Doremus tabled the discussion until Attorney Valenti returns.

A letter from Doug Tavalla, Appalachian Forestry, was received. Doug Tavalla stated that the remainder of the parcel on Mattison Reservoir Avenue can still be considered for Farmland Assessment. Mr. Tavalla advises the council to sign the agreement as presented with a copy of the map showing revised boundary lines, he also needs an extra \$300 to amend the master plan and file it with the State of NJ. Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve all the above. The clerk will gather info and forward same. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

On motion of Councilman Doremus, seconded by Councilwoman Whitesell Elizabethtown Gas was authorized to put a gas line installation at 2 Morris Avenue. 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 easement / drainage agreement between Branchville Borough and Mary Whitesell regarding a pipe that will run through her property dealing with the drainage issue on Broad Street. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made Councilman Doremus, seconded by Councilwoman Bathgate to open the public hearing on Ordinance # 03-2023, An ordinance to provide for storage tank upgrade at the department of public works within the Borough of Branchville, and to provide the funding there of. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

author:\*

Melinda Tanzola asked if a decision was made as to how money will be spent and as to how long we must spend same.

Motion was made Councilman Doremus, seconded by Councilwoman Bathgate to close the public hearing on Ordinance # 03-2023, An ordinance to provide for storage tank upgrade at the department of public works within the Borough of Branchville, and to provide the funding there of. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Motion was made Councilman Doremus, seconded by Councilman Orr to move on second reading of the Ordinance # 03-2023, An ordinance to provide for storage tank upgrade at the department of public works within the Borough of Branchville, and to provide the funding there of. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

11/15/23

11/15/23

Motion was made by Councilwoman Bathgate, seconded by Councilwoman Whitesell to approve Ordinance # 04-2023, An ordinance for the purchase of computer equipment within the Borough of Branchville and to provide for the funding thereof on first reading. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

(Ordinance follows minutes)

On motion of Councilman, Doremus, seconded by Councilman Van Stone Resolution, 22-20 23, Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation first Street lighting – phase 1 project was approved. 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 Resolution# 23-2023, Purchase of Computers. 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 Orr, seconded by Councilman Doremus to approve a facility use request for use of Struck Park by a resident, Keri Ecker on June 21-22, 2024. A check has been received and insurance is pending. 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 hire Karen Braun, as finance assistant, for an additional four hours a week. She will work Friday. 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 temporarily approve Kate Leissler and Karen Braun to oversee dog licensing until 12-31-2024. At which point Bunita Krupnick will be hired. 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 Bob Garman for his two dollar increase retroactive to 06-13-2023. This the date he received his CDL. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Councilman Van Stone has Darren and Bob reviewing the work that Rick Gottemoller does for the sewer system.

Motion was made by Councilman Van Stone, seconded by Councilwoman, Bathgate to approve Karen Braun at \$19.12 an hour as pay for financial assistant. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Councilman Bellis stated 2 street lights are out by the Karate Studio.

Councilman Bellis stated Bob had to use benefit time for class. Mayor Frato asked Councilman Bellis to investigate the situation more and report back at the August meeting.

Motion was made by Councilman Doremus, seconded by Councilman Bellis to approve the quote from Aegion for corrosion control at the water tower in the amount of \$2980.00. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Discussion took place about water rate increase.

Motion was made by Councilman Orr, seconded by Councilman Bellis to increase the quarterly rate for water to \$65.00 a quarter. 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 overage fee for water to \$3.00 per 1,000 gallons. Roll Call Vote: Aye – Bathgate, Bellis, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

The following vouchers were presented for payment. On motion of Councilwoman Bathgate, seconded by Councilwoman Whitesell they were ordered paid (except Voucher #7557 and # 7605) after being properly audited, after a duplicate voucher is checked paid out of correct account initiated by correct department head and subject to the availability of funds. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

(List of bills follows minutes)

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

  
Kathryn Leissler-CMR CTC RMC - Borough Clerk

Roll Call

Roll Call

**Borough of Branchville**  
**County of Sussex, State of New Jersey**  
**Ordinance #04-2023**

AN ORDINANCE FOR THE PURCHASE OF COMPUTER EQUIPMENT WITHIN THE BOROUGH OF BRANCHVILLE AND TO PROVIDE FOR THE FUNDING THEREOF

BE IT ORDAINED the Borough Council of the Borough of Branchville, County of Sussex and State of New Jersey, that the following be properly authorized:

Purchase of Computer Equipment	\$6,500.00
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BE IT FURTHER ORDAINED that the financing for the above is as follows:


Reserve for Purchase of Computers	\$6,500.00
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BE IT FURTHER ORDAINED that the period of usefulness of the improvements is in excess of the five (5) year statutory requirement, and that no debt shall be incurred by the Township for this improvement authorization.

The capital budget conforms with the provisions of this ordinance to the extent of any inconsistency therewith and the resolution promulgated by the Local Finance Board showing full details of the Capital Budget and Capital Program as approved by the Director, Division of Local Government Services as on file with the Municipal Clerk is available for public inspection.

This ordinance shall take effect immediately upon passage and publication in accordance with the law.

TAKE NOTICE that the above ordinance was passed on the first reading at a regular meeting of the Borough Council of the Borough of Branchville held on July 5, 2023 and that a public hearing on said Ordinance will be held at a regular meeting beginning at 7:00 p.m. on August 5, 2023 at the Branchville Borough Municipal Office, 34 Wantage Avenue, Branchville, NJ at which time and place all interested parties may appear and be heard.

  
Kathryn Leissler, CMR CTC RMC  
Branchville Borough Clerk

**Borough of Branchville**  
**Resolution No. 22+2023**

**Resolution:** Approval to submit a grant application and execute a grant contract with the New Jersey Department of Transportation for the Street Lighting – Phase I project.

**NOW, THEREFORE, BE IT RESOLVED** that the Branchville Borough Council of the Borough of Branchville, County of Sussex, State of New Jersey formally approves the grant application for the above stated project.

**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as MA-2024-Street Lighting – Phase I-00183 to the New Jersey Department of Transportation on behalf of Branchville Borough.

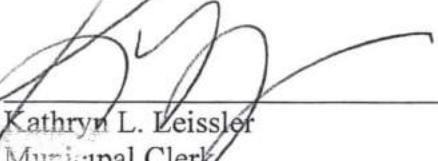
**BE IT FURTHER RESOLVED** that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of Branchville Borough and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

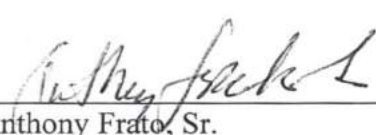
**NOW,**  
Certified as a true copy of the Resolution adopted by the Borough Council on this 5<sup>th</sup> day of July, 2023.

  
\_\_\_\_\_  
Kathryn L. Leissler  
Municipal Clerk

**NOW,**  
My signature and Municipal Clerk's seal serve to acknowledge the above resolution and constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement as authorized by the resolution above.

**ATTEST AND AFFIX SEAL**

  
\_\_\_\_\_  
Kathryn L. Leissler  
Municipal Clerk

  
\_\_\_\_\_  
Anthony Frato, Sr.  
Mayor

Borough of Branchville  
County of Sussex, State of New Jersey

Resolution 23-2023

**Award Contract – Purchase of Computer Equipment**

**WHEREAS**, the Borough of Branchville has the need to upgrade Computer Equipment within the Municipal Offices and

**WHEREAS**, Municipal Software Inc. has submitted a quotation for said computers, monitors and necessary equipment and software; and


**WHEREAS**, the Chief Financial Officer has obtained the necessary quotes and has recommended to award the contract to Municipal Software Inc based not just on price but other factors.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Branchville, County of Sussex, and State of New Jersey authorize the purchase two (2) Lenovo Think Books 15 G4 Notebooks and 1 Dell OptiPlex 3000 Desktop Computer along with two (2) monitors, one (1) docking station along with miscellaneous parts and software as per Quote #1605 for the total purchase price not to exceed \$6,690.00 is awarded to Municipal Software Inc. 125 Stokes Ave. Stroudsburg, PA 18360

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**CERTIFICATION**

I certify the foregoing to be a true and accurate copy of a resolution adopted by the Mayor and Council of the Borough of Branchville at a regular meeting held on July 5, 2023.



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Kathryn Leissler BMC CTC CMR  
Municipal Clerk

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Report Printed 2023-07-05 12:41:21 Borough of Branchville

Check Register - (0110101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
7/05/2023	393	83 Abcode SECURITY	125.00			
7/05/2023	394	138 Branchville Hose Company #1	14,875.00			
7/05/2023	395	15 Century LINK/ Brightspeed	641.58			
7/05/2023	396	287 Darren Haggerty	295.87			
7/05/2023	397	425 Elizabethtown Gas	652.08			
7/05/2023	398	569 Fireflow Services	5,084.00			
7/05/2023	399	101 FRANKFORD BOARD OF EDUCATION	100,476.50			
7/05/2023	400	11 Griffith-Allied OIL, LLC	2,030.85			
7/05/2023	401	2 HAROLD E. FELLOW & ASSOC INC.	106.00			
7/05/2023	402	502 HBCBS of NJ	133.51			
7/05/2023	403	62 HIGH POINT REGIONAL HIGH SCHOOL	67,890.33			
7/05/2023	404	51 JCP&L	2,453.72			
7/05/2023	405	272 Karen's Kreations	50.00			
7/05/2023	406	205 Lowe's	130.22			
7/05/2023	407	558 Lumen	1,122.94			
7/05/2023	408	322 North East Parts Group	324.94			
7/05/2023	409	320 R&L Data Centers Inc	336.00			
7/05/2023	410	386 Reliable Wood Products	11.25			
7/05/2023	411	577 Robert Garman	112.90			
7/05/2023	412	571 Rutgers Ctr for Gov. Services	2,279.00			
7/05/2023	413	523 SealMaster Products & Services	7,469.00			
7/05/2023	414	222 Semeraro Const.	1,050.00			
7/05/2023	415	381 SeptiCare	162.00			
7/05/2023	416	69 STAPLES ADVANTAGE	365.47			
7/05/2023	417	149 STATEWIDE INSURANCE FUND	17,323.36			
7/05/2023	418	86 Sussex County Muni. Utilities Autho	2,604.84			
7/05/2023	419	1 Times Herald-Record Localiq	229.50			
7/05/2023	420	75 VERIZON WIRELESS	38.05			
7/05/2023	421	156 WANTAGE TOWNSHIP	747.00			
7/05/2023	422	156 WANTAGE TOWNSHIP	11,040.75			
7/05/2023	423	156 WANTAGE TOWNSHIP	70.00			
7/05/2023	424	6 WASTE MANAGEMENT OF NJ, INC.	10,318.50			
7/05/2023	425	131 WELDON QUARRY	621.69			
7/05/2023	426	138 Branchville Hose Company #1	9,000.00			
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			260,171.85			
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			260,171.85			



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### Check Register - (1210101001000) CASH-DOG LICENSE

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
7/05/2023	1116	102 NJ STATE DEPT. OF HEALTH	4.80			
7/05/2023	1117	525 Michelle Shelton	12.00			
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			16.80			
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			16.80			

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### Check Register - (0710101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
7/05/2023	1322	51 JCP&L	450.00			
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			450.00			
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			450.00			

Report Printed 2023-07-05 12:42:51 Borough of Branchville

**Check Register - (0910101001000) CASH CHECKING**

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
7/05/2023	2000	7 Coyne CHEMICAL COMPANY	1,276.80			
7/05/2023	2001	31 GARDEN STATE LABS INC.	200.00			
7/05/2023	2002	2 HAROLD E. PELLOW & ASSOC INC.	2,763.75			
7/05/2023	2003	2 HAROLD E. PELLOW & ASSOC INC.	2,897.13			
7/05/2023	2004	51 JCP&L	1,854.74			
7/05/2023	2005	100 MAIN POOL & CHEMICAL CO.	2,256.00			
7/05/2023	2006	66 ONE CALL CONCEPTS	41.47			
7/05/2023	2007	107 STATE OF NEW JERSEY-PWT	57.15			
7/05/2023	2008	72 Sussex Rural Electric	49.49			
7/05/2023	2009	74 USA BLUEBOOK	257.83			
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			11,654.36			
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			11,654.36			