

BRANCHVILLE BOROUGH
Regular Meeting
May 3, 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, Doremus, Orr, Van Stone, Whitesell. Also present were Attorney Valenti, Commissioner Hayden, Mr. Silverthorne, Mike Clune, Christine Rolef, Andrew Kucinski, and Melinda Tanzola. Councilman Bellis was absent.

PROCLAMATION – None.

1. Approval of minutes:
March 29 (Special) April 5 (Regular)

Motion to approve March 29, Special meeting minutes and April 5, Regular meeting minutes was made by Councilman Orr, seconded by Councilwoman Bathgate pending the recorded copy of the special meeting have the title regular meeting removed, special meeting added and the regular meeting minutes amended to state Councilman Orr voted Aye on voucher vote. Aye Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

CONSENT AGENDA – None

[Signature]

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

CFO Christine Rolef reviewed this ordinance with all.

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

Motion was made Councilwoman Bathgate, seconded by Councilman Doremus to move on second reading the COLA ordinance. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Motion was made by Councilwoman Whitesell, Councilman Doremus to approve the Resolution # 17-2023, Amend Introduced Budget. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

CFO Christine Rolef reviewed the resolution.

(Resolution follows minutes)

Motion was made by Councilman Orr, seconded by Councilman Doremus to open the public hearing on the 2023 budget. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

No public comment.

Motion was made by Councilwoman Whitesell, seconded by Councilman Doremus to close the public hearing on the 2023 budget. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to approve the adoption of the 2023 budget as presented. Roll

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

PUBLIC COMMENT

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

A 5 minute timer rule was enacted for each public speaker.

Melinda Tanzola stated that she believes the Borough of Branchville should be better equipped for OPRA requests with equipment that can handle excessively large scanning requests. Melinda questioned the Best Practice questionnaire concerning the website section. CFO Christine Rolef reviewed the State of NJ opinion on same. Attorney Valenti cautioned Ms. Tanzola with using the words “hiding something” when referring to items placed on the Borough website. No action taken.

Motion was made by Councilwoman Bathgate, seconded by Councilman Doremus to approve Mike Clune’s request for crack filler paint on the Branchville Borough, tennis courts. The amount not to be exceeded is \$400.00 with a 4 gallon purchase. Mike Clune will spread if the Branchville Road Department is too busy. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – None. Abstain – None.

Mike Clune stated the current licensed sewer operator (Rick Gottmoller) will be retiring in 2-5 years.

Mike Vealy and son asked about haying the field on the corner of Fox Hill and Second Street. Motion was made by Councilman Orr, seconded by Councilman Van Stone to approve this request pending the receipt of insurance and facility use is submitted. The \$100 fee is waived due to the fact this is a service provided to the Borough. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Mayor Frato took this time to update everyone on the \$71,000 grant that the Borough received that he would like put towards the playground. Mayor

Frato named all the various entities in the Borough that he is going to attempt to get more funds for same. Donation checks would be written payable to Branchville Borough.

Mayor Frato reviewed the Petro Mechanics quote that he got for tank replacement in the amount of \$78,527.00. Further explanation of various ways to satisfy this requirement will be explored. Councilman Doremus suggested seeing what the quote will be for 1 tank. CFO and Mayor Frato will discuss options before the next meeting. Discussion will continue at the June 2023 meeting.

Frato

Motion by Councilman Van Stone, seconded Councilwoman Bathgate to authorize the CFO to draft an ordinance for the June 2023 meeting for financing using the Petro Mechanics quote as a guide. Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Mayor Frato discussed the need to purchase blocks for the Tier B to Tier A Stormwater amendment. No action taken.

Motion was made by Councilman Orr, seconded by Councilman Doremus, to authorize the grant application be submitted to the State of New Jersey, DEP Stormwater, for the amount that is allocated in regard to the Tier B to Tier A stormwater amendment. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

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

Motion

A straw vote was taken, and all governing body members were in favor of letting the Branchville Cemetery Association use the small closet in the coat room for storage instead of the bathroom in the room that they currently have an office in. Mayor Frato stated that a lock could be put on the door by them.

Motion was made by Councilman Doremus, seconded by Councilwoman Bathgate to add the Cannabis information to the Branchville Borough

Motion

Employee Manual. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Motion was made by Councilman Doremus, seconded by Councilwoman Whitesell to enter into talks with Frankford Township to discuss the possibility of working together with the truck washing station. Frankford Township may consider building the structure by their DPW garage. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

A committee was created to discuss the wash station with Frankford Township of Councilman Bellis, Councilman Doremus, and Councilman Orr.

Motion was made by Councilwoman Bathgate, seconded by Councilwoman Whitesell moved to approve the facility use application presented by Our Lady Queen of Peace in Frankford Township. This request is for a March for life walk-through on Saturday, June 24, 2023. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

A committee

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve Barry Norman's hourly salary increase by \$2 retroactive to April 21, 2023. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

A resignation letter from Mr. Kristofferson will be received by the end of May, 2023.

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to approve Richard Bizack's appointment, salary in the amount of \$15,500.00 a year starting June 1, 2023 pending Mr. Kristofferson resignation letter. Mr. Robinson's letter of resignation has been received already.

Mr. Bizack's will be hired as:

Plumbing Inspector
Construction Official
Fire Sub Code Official
Building Inspector

Bathgate

Building Subcode

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

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate to name Jack Bell, Plumbing Sub Code, in the amount of \$1,200.00 a year starting June 1, 2023. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilwoman Bathgate authorizing Harold Pellow to apply for 1/2 of the lighting proposal with the FY 2024 NJDOT Trust Fund Application that is being offered. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Discretionary funds were approved for the Frankford-Branchville drainage project on lower Broad Street. Harold Pellow's office has to look into the pipe on Mary Whitesell's property at the request of the County of Sussex.

Discussion took place about the permit needed for the filtration system used as a back up water source. Discussion will continue at the June meeting.

Councilman Doremus, seconded by Councilwoman Bathgate approved a meeting be set up with Pellow's office in regard to Tier B to Tier A transition. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Motion was made by Councilman Van Stone, seconded by Councilman Doremus to authorize the clerk to contact different municipalities about who maintains municipal websites. This will be on the next agenda. Roll Call Vote: Aye – Bathgate, Doremus, Orr, Van Stone, Whitesell. Nay – None. Absent – Bellis. Abstain – None.

Councilman Doremus discussed the furnace agreements as presented. Being that one was received the day of the meeting, discussion on these will be tabled until June, 2023 meeting when everyone has had a chance to review same.

Dore

Councilman Orr would like each department head to sign off on vouchers when purchases are made by that department.

Mayor Frato reviewed the High Point regional high school and Frankford Township Elementary school budget with the governing body. He reminded both liaisons, Councilman Bellis and Councilman Orr that it is important that they attend some of these meetings.

Mayor Frato stated that the Borough of Branchville is having trouble with vandalism and our street lights. Copies will be made for all of Keifer Electric quote and discussion placed on next agenda.

Councilman, Doremus, seconded by Councilman Van Stone, authorized attorney, Richard Valenti to send a letter to Verizon wireless to inquire on where the Borough of Branchville funds are.

Attorney Valenti suggested that the finance department should make a list of the current grants being worked on and specifications of each grant.

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

(List of bills follows minutes)

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


Kathryn Leissler-CMR CTC RMC
Borough Clerk

Dore

Reso # 17-2023

RESOLUTION TO AMEND INTRODUCED BUDGET

WHEREAS, the local budget for the year 2023 was approved on the 5th day of April, 2023; and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Branchville of the County of Sussex that the following amendments to the approved budget of 2023 made:

Record Vote

(insert last name)

AYES

NAYS

ABSTAINED {

ABSENT

From

TO

General Appropriations

(A) Operations - Excluded form "CAPS"

Pension Contribution Exclusion - PERS

11,953.00

1,850.00

Insurance:

Group Health Insurance CAP Exclusions

1,850.00

11,953.00

\$ 13,803.00

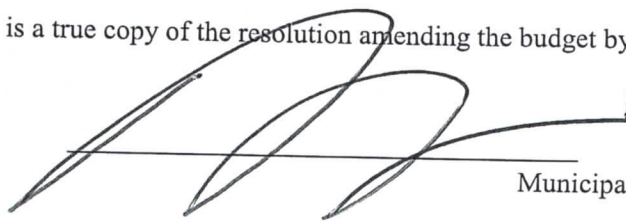
\$ 13,803.00

RESOLUTION TO AMEND INTRODUCED BUDGET

BE IT FURTHER RESOLVED, that three certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for certification of the local municipal budget so amended.

It is hereby certified that this is a true copy of the resolution amending the budget by the governing body on the 3rd day of May 2023.

Certified by me:



Municipal Clerk

Report Printed 2023-05-03 11:03:09 Borough of Branchville

Check Register - (0110101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
5/03/2023	311	151 Airgas USA, LLC	260.75			
5/03/2023	312	161 American Legion	50.00			
5/03/2023	313	170 Beverly Bathgate	17.99			
5/03/2023	314	15 Century LINK/ Brightspeed	636.72			
5/03/2023	315	59 DOLAN & DOLAN P.A.	2,559.25			
5/03/2023	316	425 Elizabethtown Gas	1,200.95			
5/03/2023	317	101 FRANKFORD BOARD OF EDUCATION	100,476.50			
5/03/2023	318	11 Griffith-Allied OIL, LLC	241.51			
5/03/2023	319	502 HBCBS of NJ	133.51			
5/03/2023	320	62 HIGH POINT REGIONAL HIGH SCHOOL	70,955.84			
5/03/2023	321	45 HOME DEPOT CREDIT PLAN	1.01			
5/03/2023	322	51 JCP&L	2,700.00			
5/03/2023	323	558 Lumen	1,122.42			
5/03/2023	324	120 Meadowlands Electronics /Alarm Connections	92.04			
5/03/2023	325	196 MIDHURST TREE CARE	2,800.00			
5/03/2023	326	196 MIDHURST TREE CARE	1,045.00			
5/03/2023	327	196 MIDHURST TREE CARE	1,235.00			
5/03/2023	328	64 MONTAGUE TOOL & SUPPLY CO.	515.02			
5/03/2023	329	555 Mulch Concepts	126.00			
5/03/2023	330	320 R&L Data Centers Inc	580.44			
5/03/2023	331	386 Reliable Wood Products	10.34			
5/03/2023	332	381 SeptiCare	81.00			
5/03/2023	333	69 STAPLES ADVANTAGE	296.06			
5/03/2023	334	149 STATEWIDE INSURANCE FUND	17,323.36			
5/03/2023	335	86 Sussex County Muni. Utilities Autho	2,042.67			
5/03/2023	336	91 Sussex County Treasurer	1,816.00			
5/03/2023	337	91 Sussex County Treasurer	170,727.16			
5/03/2023	338	91 Sussex County Treasurer	12,387.47			
5/03/2023	339	91 Sussex County Treasurer	676.99			
5/03/2023	340	1 Times Herald-Record Localiq	66.09			
5/03/2023	341	75 VERIZON WIRELESS	38.01			
5/03/2023	342	418 Viking Termite & Pest Control, Inc	58.82			
5/03/2023	343	76 Vital Communications INC	37.08			
5/03/2023	344	6 WASTE MANAGEMENT OF NJ, INC.	10,017.91			
5/03/2023	345	481 Blairstown TOWNSHIP	22,974.00			
5/03/2023	346	455 Bob VIERSMA & SONS, INC	7,259.48			

			432,562.39			
			=====			
			432,562.39			

Report Printed 2023-05-03 11:03:50 Borough of Branchville

Check Register - (0710101001000) Cash Checking

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
5/03/2023	1314	580 Ideal LandscapingDesigns LLC	5,870.00			
5/03/2023	1315	86 Sussex County Muni. Utilities Autho	153,615.50			
5/03/2023	1316	86 Sussex County Muni. Utilities Autho	15,009.50			

			174,495.00			
			=====			
			174,495.00			

Report Printed 2023-05-03 11:04:34 Borough of Branchville

Check Register - (0910101001000) CASH CHECKING

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
5/03/2023	1304	61 FRANKFORD TOWNSHIP	278.67			
5/03/2023	1305	2 HAROLD E. PELLOW & ASSOC INC.	24.58			
5/03/2023	1306	51 JCP&L	1,159.34			
5/03/2023	1307	273 NJ Dept. Treasury	2,800.00			
5/03/2023	1308	140 SCHMIDT'S WHOLESALE, INC.	171.86			
5/03/2023	1309	107 STATE OF NEW JERSEY-PWT	57.15			
5/03/2023	1310	72 Sussex Rural Electric	83.46			
5/03/2023	1311	74 USA BLUEBOOK	116.64			

			4,691.70			
			=====			
			4,691.70			

Report Printed 2023-05-03 11:04:59 Borough of Branchville

Check Register - (1210101001000) CASH-DOG LICENSE

DATE	CHECK #	PAID TO	AMOUNT	VOID AMOUNT	VOID DATE	REASON
5/03/2023	1113	102 NJ STATE DEPT. OF HEALTH	6.00			

			6.00			
			=====			
			6.00			