



Mayor and Common Council Borough of Flemington

March 18, 2020

Council Meeting Room

Call to Order (4:30 PM)

This meeting is being held in conformance with the Open Public Meetings Act.

Flag Salute

Roll Call:

Betsy Driver	Mayor
Caitlin Giles-McCormick	Council President
Jessica Hand	Council Member
Michael Harris	Council Member
Jeremy Long	Council Member
Christopher Runion	Council Member
Kimberly Tilly	Council Vice President

I. Public Comment (Up to 3 minutes each, for a maximum of 30 minutes)

Regular Agenda

1. RESOLUTION 2020-69: TEMPORARY BUDGET 2020
 2. RESOLUTION 2020-70: AWARDING CONTRACT FOR INTERIOR LIBRARY RENOVATIONS
 3. RESOLUTION 2020-71: ESTABLISHING TEMPORARY SICK LEAVE POLICY DURING A PUBLIC HEALTH EMERGENCY REGARDING COVID-19
 5. RESOLUTION 2020-72: WAIVER OF LATE FEES FOR WATER & SEWER BILLS DUE BETWEEN MARCH 16, 2020 AND APRIL 15, 2020
 6. RESOLUTION 2020-73: TEMPORARILY SUSPENDING MULTIPLE SIGNATURES ON CHECKS ISSUED BY THE BOROUGH OF FLEMINGTON
- IV. Motion To: **Cancel March 25, 2020 Meeting Including Public Hearings on Ord. 2020-2 and 2020-3**
- V. SHARED SERVICE WITH RARITAN TOWNSHIP FOR REGISTRAR DUTIES
- VI. Adjournment

Mayor and Common Council

38 Park Avenue
Flemington, NJ 08822

Meeting: 03/18/20 04:30 PM
Department: Clerk of the Borough
Category: Financial Approval
Prepared By: Sallie Graziano

Initiator: Sallie Graziano
Sponsors:

SCHEDULED

RESOLUTION 2020-69

DOC ID: 3192

Temporary Budget 2020

WHEREAS, the temporary budget adopted by the Mayor and Council was predicated on a timely adoption of the budget, and WHEREAS, N.J.S.A. 40A:40-20 provides for an emergency temporary budget prior to adoption of the final budget. NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Flemington that the following temporary appropriations be made inasmuch as the amounts listed will be included in the final adoption of the budget.

	<u>Salaries & Wages</u>	<u>Other Expenses</u>
Borough Council	\$36,000.00	\$11,300.00
Administrative & Executive		\$64,500.00
Borough Clerk	\$81,000.00	\$14,250.00
Financial Administration	\$27,000.00	\$8,200.00
Audit Services		\$31,000.00
Assessment of Taxes	\$30,800.00	\$20,500.00
Collection of Taxes	\$21,500.00	\$10,112.00
Legal Services & Costs		\$145,000.00
Engineering Services & Costs		\$6,000.00
Public Buildings		\$20,000.00
Fleming House		\$8,000.00
Planning Board	\$24,200.00	\$43,150.00
Historic Committee		\$10,000.00
Recycling	\$4,200.00	\$23,000.00
Insurance:		
Other Insurance		\$79,000.00
Workers Compensation		\$32,000.00
Employee Group		\$580,000.00
Health Insurance Waiver		\$10,000.00
Fire		\$44,500.00
Fire PEOSHA		\$8,000.00
Uniform Fire Safety Act	\$52,000.00	\$12,700.00
Police	\$1,373,000.00	\$103,500.00
First Aid Organization		\$10,000.00
Construction Code		
Building Inspector	\$56,400.00	\$3,000.00
Plumbing Inspector	\$11,500.00	
Electrical Inspector	\$12,500.00	
Fire Subcode Official	\$11,500.00	

Property Maintenance Inspector	\$16,830.00	\$570.00
Emergency Management Services	\$3,650.00	\$5,700.00
Board of Health		\$15,000.00
Dog Regulation		\$17,000.00
Streets & Roads	\$155,000.00	\$111,200.00
Environmental Commission		\$750.00
Condo Reimbursement Law		\$3,500.00
Gas & Oil		\$34,000.00
Street Lighting		\$60,000.00
Electricity		\$16,000.00
Fuel Oil		\$14,000.00
Telephone		\$38,200.00
Water		\$11,000.00
Safe and Secure Communities-State		\$26,713.00
PERS		\$100,000.00
PFRS		\$331,092.00
DCRP		\$2,000.00
Garbage & Trash Removal		\$210,000.00
Prosecutor		\$27,000.00
Recreation		\$20,000.00
Shade Tree		\$3,800.00
Maintenance of Free Public Library		\$271,500.00
Alcohol Education, Rehabilitation & Enforcement		\$2,636.37
Grant		
Public Defender	\$100.00	
NJ Body Armor		\$1,864.98
LOSAP		\$24,000.00
Clean Communities Grant		\$8,527.70
Recycling Tonnage Grant		\$10,559.60
Contribution to Social Security System		\$175,000.00
Municipal Court	\$135,000.00	\$36,000.00
Capital: Purchase of Ambulance		\$18,000.00
Capital Improvement Fund		\$60,000.00
Purchase of Ambulance		\$18,000.00
Preliminary Road Engineering		\$5,000.00
Reserve for Uncollected Taxes		\$350,000.00
Safe and Secure Communities-Local		\$70,000.00
Bond Principal		\$200,000.00
Bond Interest		\$84,100.00
BAN Principal		\$72,984.00

BAN Interest	\$50,000.00
Grand Total	<u>\$5,837,589.65</u>

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Flemington that the following temporary approval be made inasmuch as the amounts listed will be included in the final adoption of the Utility Budgets.

Water Utility

	<u>Salaries & Wages</u>	<u>Other Expenses</u>
Water Operating	\$309,000.00	\$530,000.00
Social Security		\$28,000.00
BAN Interest		\$83,000.00
BAN Principal		\$14,000.00
PERS		\$5,000.00
Payment of NJEIT Loan		\$248,000.00
Payment of USDA Loan		\$168,000.00
Bond Principal		\$50,000.00
Bond Interest		\$6,600.00
Grand Total		<u>\$1,441,600.00</u>

Sewer Utility

	<u>Salaries & Wages</u>	<u>Other Expenses</u>
Sewer Operating	\$505,000.00	\$471,500.00
Social Security		\$34,000.00
Contracted Expenses - R.T.M.U.A.		\$1,300,000.00
Payment of USDA Loan		\$138,300.00
Payment of Note Principal		\$3,500.00
Payment of Note Interest		\$8,000.00
Collector Rehabilitation		\$25,000.00
PERS		\$5,000.00
Capital Improvement Fund		\$10,000.00
Purchase of Equipment		\$75,000.00
Grand Total		<u>\$2,575,300.00</u>

Adopted: Attest:

Betsy Driver, Mayor

Sallie Graziano, Borough Clerk

Mayor and Common Council

38 Park Avenue
Flemington, NJ 08822

Meeting: 03/18/20 04:30 PM
Department: Clerk of the Borough
Category: Board Policy
Prepared By: Sallie Graziano
Initiator: Sallie Graziano
Sponsors:

SCHEDULED

RESOLUTION 2020-71

DOC ID: 3194

Establishing Temporary Sick Leave Policy During a Public Health Emergency Regarding COVID-19

WHEREAS, Coronavirus disease 2019 (“COVID-19”) is a contagious, and at times fatal, respiratory disease caused by the SARS-CoV-2 virus; and

WHEREAS, pursuant to Executive Order No. 103, the Governor Phil Murphy declared that a Public Health Emergency and State of Emergency exist in the State of New Jersey; and

WHEREAS, on March 16, 2020, the Borough of Flemington (the “Borough”) declared that a local public health emergency and state of emergency exist in the Borough of Flemington; and

WHEREAS, the protection of the health and well-being of Borough residents and the Borough’s workforce is a primary concern; and

WHEREAS, it is equally important to ensure the continuous delivery of essential Borough services during the rapidly evolving outbreak of COVID-19; and

WHEREAS, municipal operations need flexibility to address staffing capabilities to ensure essential operational needs are met and employees require greater latitude in applicable leave time procedures to prevent further spread of the virus and to prioritize their health and the health of their immediate family members; and

WHEREAS, Executive Order 103 authorizes and empowers the New Jersey Civil Service Commission (“CSC”) to promulgate rules and to waive, suspend, or modify any existing rule where its enforcement would be detrimental to the public welfare; and

WHEREAS, the CSC issued certain employment guidelines on or about March 12, 2020 (which are attached hereto); and

WHEREAS, the Borough seeks to adopt temporary employment policies in line with those promulgated by the CSC to deal with employment issues arising from the COVID-19 public health emergency.

NOW, THEREFORE, BE IT RESOLVED by the Council and Mayor of the Borough of Flemington, County of Hunterdon that the following sick leave policies shall be put in place in light of the current public health emergency:

1. If an employee is required to quarantine due to illness or potential exposure to COVID-19, the employee shall not be required to use sick time provided that

documentation from a healthcare professional is provided within three days of the initial absence.

2. If an employee needs to care for an immediate family member (i.e. child, spouse, or parent) diagnosed or quarantined due to COVID-19, the employee should not be required to use sick time provided that documentation from a healthcare professional is provided within three days of the initial absence.

3. If an employee needs to care for a child in the event of the closure of a school or daycare, work from home or flexible scheduling arrangements shall be made where feasible. The employee shall not be required to use sick time provided that documentation regarding the closure is provided within three days of the initial absence.

Adopted:

Attest:

Betsy Driver, Mayor

Sallie Graziano, Borough Clerk

Mayor and Common Council

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RESOLUTION 2020-73

DOC ID: 3197

**Temporarily Suspending Multiple Signatures on Checks
Issued by the Borough of Flemington**

WHEREAS, The Borough of Flemington has a policy in place that requires 3 signatures on every check; and

WHEREAS, to limit exposure and practice social distancing, the Borough of Flemington desires to temporarily suspend this policy; and

WHEREAS, the Borough Clerk has contacted the bank to ensure this is acceptable;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Flemington, County of Hunterdon, State of New Jersey that the requirement to have 3 signatures on every check is temporarily suspended through April 30th, 2020.

BE IT FURTHER RESOLVED that the Mayor, Council President, CFO, Borough Clerk and Tax Collector be authorized to sign documents from the bank in connection with this temporary arrangement.

Adopted:

Attest:

Betsy Driver, Mayor

Sallie Graziano, Borough Clerk

ATTACHMENTS:

- doc12989520200317110617 (PDF)