



Mayor and Common Council Borough of Flemington

April 13, 2020

Held Online through Go To Meeting app, during COVID-19 Public Health Emergency

Work Session (Canceled)

Regular Meeting (7:30 PM)

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

Flag Salute

Roll Call:

Attendee Name	Title	Status	Arrived
Caitlin Giles-McCormick	Council President	Present	
Jessica Hand	Council Member	Present	
Michael Harris	Council Member	Present	
Jeremy Long	Council Member	Present	
Christopher Runion	Council Member	Present	
Kimberly Tilly	Council Vice President	Present	
Betsy Driver	Mayor	Present	

I. OEM Report

OEM Coordinator Brian McNally summarized the status of COVID-19 cases in the state, county and town. There is a joint regional advisory council forming to guide the process of reopening businesses. A drive-thru testing site is opening at RVCC April 16, 17 and 20. The tool on the website that people can use to report social distancing violations has gotten mixed reviews, and officials are addressing the messaging to clear up how it should be used.

He summarized fire, police and rescue activity and summarized the most recent executive orders.

OEM First Deputy Dave Giuliani said they're fielding requests for personal protective equipment and handing it out when available.

Mayor Driver noted that there's a lot of information on the Borough website and when people call seeking help, that's a place to find resources to refer them to.

II. Mayor's Report

It's been 3 weeks since the last council meeting, and we know now that the public health emergency won't be ending quickly, and business must continue. She's spoken to the borough attorney regarding how public hearings can be held, and is creating an ad hoc committee of council members, employees, residents, business people to plan how to remain functional. This will include looking at the Borough's finances.

The budget is still being reviewed to look for areas to trim. She's working with the unions about possible concessions.

One item on tonight's agenda is for a grant writer, and that could help with the Borough's recovery. We should be able to submit the costs of this with other COVID-19 costs. We're also looking into obtaining iPads for Borough officials; it's a good time to go paperless. The Planning Board resumes meetings tomorrow, and other commissions are set to go too. Liaisons can reach out to the clerk to get online meetings set up.

We received news that the Category 1 stream ruling went through. Some tributaries in Flemington may be exempted, but the RTMUA will still be impacted. The water tower project got final site plan approval. We're awaiting guidance from the DCA about public bid openings. The Reaville paving is due to resume - it's exempt from the Executive Order.

The May 1 tax due date is unlikely to change, since it would result in municipalities being strapped for funds.

She noted a lot of people are patronizing local restaurants, and thanked WBM for the donation of several thousand masks, which the Borough was able to share with the hospital.

III. Council Members' Reports

Council Member Hand

She has attended the last two FRSD school board meetings. They're working hard to reach out to children without internet at home.

Council Member Long

Planning Board meetings resume starting tomorrow. They will be done virtually. He complimented Dave Norton on the porch portraits he's been taking of Borough residents as a fundraiser for Hunterdon Healthcare. He said these are extraordinary times, and when this crisis ends we will have to get back to getting things going. He said he was wondering if the Friends of Historic Flemington might be willing to drop their lawsuits, since this is such an odd time.

Council Vice President Tilly

The first virtual Library Board meeting will be Friday, and the HPC has a link set up that it can use for virtual meetings too. Tomorrow the Library interior renovations will have a kickoff meeting.

She summarized Fire calls - 21 incidents in March, requiring 48 hours of effort. Another 27 hours spent in training and equipment maintenance.

DPW meetings are continuing, and there have been some Redevelopment conversations.

Council Member Harris

He said he's been contacted by several neighbors about shared services, and also said many community members can't get information from the internet.

Council President Giles-McCormick

Samuel Fleming House is hosting no public events, but the trustees met virtually to plan for the year ahead.

Administration - A resolution to hire a grant writer is on tonight's agenda; she'll discuss that later. She's been working with the Borough Attorney on policy drafts, and those will be coming in the weeks ahead.

DPW- She's impressed by their flexibility, and how they're working with OEM guidance to document for proper reimbursement through FEMA. She reminded that the garbage company is not taking bulk items for the time being, and there will be no mulch deliveries this year.

FCP - They're collecting business information, promoting online resources, and working with other municipal business groups and the county Chamber of Commerce. Their website, loveflemington.com, has shopping lists of what businesses are offering.

Council Member Runion

He asked if others are having problems with slow internet. Mr. McNally said there have been complaints about slower bandwidth throughout the Borough - It's likely a function of volume, and also services that people are using to hold virtual meetings are being overloaded. Mr. Giuliani said he'd spoken with Comcast, and they suggested plugging directly into the router rather than using WiFi to connect.

IV. Public Comments - Session I (up to 3 minutes each, for a maximum of 30 minutes)

Richard Giffen, Highland Ave., asked about the Highland-Elwood construction status. Mr. McNally said the Borough shut that job down for now, as a quality of life issue for residents who are sheltering in place, and also because supplies are in question. They don't want to get the road dug up, then be unable to obtain asphalt, for example. He said the project would resume as soon as circumstances dictate.

Mr. Giffen also asked about commission meeting schedules.

Tim Bebout, Main St., praised businesses that are cooperating with the executive orders issued. He also asked if vacant properties on Main Street can be used to accommodate future needs during the crisis. It would take coordination with the OEM.

V. Approval of Minutes

Motion To: **Approve Minutes: March 18, 2020 Special Council Meeting**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Vice President
SECONDER:	Jessica Hand, Council Member
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

Motion To: **Approve Minutes: March 23, 2020 Regular Council Meeting**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeremy Long, Council Member
SECONDER:	Michael Harris, Council Member
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

Consent Agenda

Resolution 2020-80 was removed for discussion.

MOVED: Tilly SECONDED: Hand VOTE: All members voted in favor.

1. RESOLUTION 2020-77: APPROVING SUBMISSION OF APPLICATION FROM ISAAC BARRETO TO THE NJ FIREMAN'S ASSOCIATION AND HIS MEMBERSHIP IN THE FLEMINGTON FIRE DEPARTMENT
2. RESOLUTION 2020-78: IN SUPPORT OF A MOBILE COVID-19 TESTING FACILITY SERVING SOMERSET AND HUNTERDON COUNTIES
3. RESOLUTION 2020-79: CERTIFYING COMPLIANCE WITH THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S 'ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964'

Regular Agenda

1. RESOLUTION 2020-80: AUTHORIZING THE BOROUGH OF FLEMINGTON TO CONDUCT THE ANNUAL BUDGET EXAM

CFO Hance clarified that this resolution must be adopted before the budget is introduced, but it doesn't have to be done at the same meeting as the budget introduction.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Harris, Council Member
SECONDER:	Kimberly Tilly, Council Vice President
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

2. RESOLUTION 2020-81: AUTHORIZING THE HIRING OF A GRANT WRITER

Mayor Driver said she asked Ms. Giles-McCormick, who's familiar with grant writing, to find a grant-writer familiar with Community Development Block Grants, because she anticipates a lot of programs will be offered to help us

recover from the emergency. There's the potential as well to obtain CDBG loans so that the Borough could make low-interest loans to Borough businesses.

Ms. Giles-McCormick said there is funding to pay for the position even if other funding doesn't work out. She spoke with 5 grant writers and said Dianna Pell was the best fit for Flemington.

Mr. Harris asked if the Borough is still planning to hire an administrator. Mayor Driver said she'll be discussing that with the CFO in the weeks ahead, but the grants will still need to be administered.

Ms. Tilly asked if the grants sought would only be related to COVID-19, or would other departments be able to use the grant writer's services as well. Ms. Giles-McCormick said her preference is to leave the contract language as open as possible. Ms. Pell's hourly rate would be discounted to \$85/hour, and the resolution sets a \$30,000 limit.

A discussion ensued about accountability and how decisions would be made about what grants to seek. Mayor Driver said Ms. Pell is being hired as a professional, and Ms. Giles-McCormick said Ms. Pell has a good feel for what's available, but Council members can always present ideas. Council will ultimately have to vote on a resolution to seek any grant.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Harris, Council Member
SECONDER:	Caitlin Giles-McCormick, Council President
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

3. RESOLUTION 2020-82: APPROVING REVISIONS TO THE PERSONNEL MANUAL FOR THE BOROUGH OF FLEMINGTON

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Vice President
SECONDER:	Michael Harris, Council Member
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

4. RESOLUTION 2020-83: EXTENDING THE 10-DAY GRACE PERIOD TO 30 DAYS FOR WATER & SEWER BILLS DURING A PUBLIC HEALTH EMERGENCY REGARDING COVID-19 AS NEEDED

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Vice President
SECONDER:	Michael Harris, Council Member
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

VI. Public Comments - Session II (up to 3 minutes each, for a maximum of 30 minutes)

Tim Bebout, Main Street, asked about modifying the sewer bills, since the calculations are based on occupancy and utilization, and currently many businesses are vacant. Mayor Driver said the rates are set by ordinance, and

can't be easily undone. She noted that if someone is having a hardship they should reach out; Borough officials are always ready to discuss specific situations.

VII. Attorney's Report

Attorney St. Angelo noted Mr. McNally's excellent summary of the pandemic response and guidance from the Governor's Office.

The Planning Board has obtained guidance from the DLGS about how to conduct virtual meetings, and is set to start up again.

She's doing final tweaks on the library interior renovations contract to accommodate a new Executive Order governing contractors and construction projects.

Regarding the water tower project, we're awaiting guidance from the DLGS about holding online bid openings.

She noted she's been working with Ms. Giles-McCormick on the grant-writing contract.

VIII. Payment of the Bills

Mr. Harris discussed the status of the developer's escrow account.

Motion To: **Pay the Bills in the Amount of \$1,146,948.10**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kimberly Tilly, Council Vice President
SECONDER:	Jessica Hand, Council Member
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

IX. Executive Session for Any Other Applicable Matter Identified During the Regular Meeting (Action May Be Taken)

None needed.

X. Adjournment

Motion To: **Adjourn**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jeremy Long, Council Member
SECONDER:	Kimberly Tilly, Council Vice President
AYES:	Giles-McCormick, Hand, Harris, Long, Runion, Tilly

The meeting ended at 9:17 p.m.

Attest: _____
Sallie Graziano, Borough Clerk