October 27 2022

The Mayor and Common Council convened in open session in the Municipal Building at 215 Stiger Street, Hackettstown, New Jerseyat 7:00 PM on October 27, 2022. The meeting opened

with a salute to the Flag.

Mayor DiMaio announced that this meeting was being held in accordance with the Open

Public Meetings Act by:

(1) posting a notice of said meeting on the bulletin board in the lobby of the municipal

building;

(2) causing a notice of said meeting to be sent to the Daily Record;

(3) furnishing a notice of said meeting to anyone requesting it in accordance with the

Open Public Meetings Act; and

(4) filing notice of said meeting with the Town Clerk.

Roll Call Vote: Present – Mayor DiMaio, Councilpersons Becker, Engelau, Kunz, Lambo, and

Sheldon

Absent – Councilperson Tynan

Mayor DiMaio administered the Oath of Office to Lieutenant Darren Tynan and Lieutenant Aaron Perkins.

Motion was made (Sheldon) and seconded (Becker) to approve the minutes of the regular meeting held on October 13, 2022 as submitted.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Lambo) to adopt the following resolution:

Resolution

WHEREAS, the Pay-to-Play law under Ch. 19, P.L. 204 requires that all contracts in excess of $17,500.00 even if normally exempt be publicly bid under the pay-to-play legislation or in the alternative be awarded under the non-fair procedures; and

WHEREAS, the Mayor and Common Council have determined that it is in the best interest of the Town to follow the open and fair public bidding process for all professional service contracts.

THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HACKETTSTOWN as follows:

1. Subsequent to the determination by the Town of Hackettstown that a contract shall be in excess of $17,500 the Town shall utilize the fair and open process delineated below to select the business entity, including those providing professional services, to which the Town shall

enter into such contract. In accordance with Ch. 19, P.L. 204, the criteria delineated below as to what constitutes a fair and open process is the final decision of the Town of Hackettstown

1. The Fair and Open Process established by the Town of Hackettstown shall be as follows:
   1. The solicitation of qualifications for any contract to be determined in excess of $17,500, and for which a bid solicitation shall not be required under Local Public Law, shall be published and advertised by the Town either in the official newspaper of the Town of Hackettstown for publication of notices or on the Town of Hackettstown website not later than ten (10) days prior to the date set for the receipt of said request for qualifications. The published notice shall set forth the description of the requested goods and services, the time, date and place that proposals must be submitted, the contact information for obtaining a proposal document and a statement that the proposals are being solicited through the fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.
   2. The Town shall require that any entity responding to the request for qualifications shall include, at a minimum the following:
      1. Full name and business address;
      2. Any professional licenses held by the applicant in the State of New Jersey

or any other State including a "Certificate of Good Standing" or other documents evidencing that the license is not presently suspended or revoked;

* + 1. The number of licensed professionals employed by, or

associated with, the applicant;

* + 1. A listing of all degrees (college and/or graduate degrees) held by the applicant and any associated professionals in the business entity;
    2. A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates of service and the position held;
    3. A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.

The Town of Hackettstown shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.

Contracts subject to the Fair and Open Process delineated herein are subject to additional requirements as provided by ordinances adopted by the Town of Hackettstown and any other applicable laws including, but not limited to, the Local Public Contracts Law.

1. SELECTION CRITERIA
   1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation;
   2. Experience in providing the services requested by the Town of Hackettstown and referenced related thereto;
   3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Town of Hackettstown.
   4. Recent, current and projected workload of the individual or firm;
   5. Thoroughness and completeness of the applicant's submittal.

In accordance with N.J.S.A. 19:44A-20.5 et seq. the Town of Hackettstown is soliciting proposals for the following positions:

Town Auditor

Municipal Prosecutor

Town Planner

Land Use Planner

Land Use Engineer

Proposals must be received by the Hackettstown CFO/QPA on Thursday, December 1, 2022 at 10:00 AM prevailing time at the Hackettstown Municipal Building, 215 Stiger street, Hackettstown, NJ 07840 at which time said proposals will be opened and read in public.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Engelau) to adopt the following resolution:

Resolution

WHEREAS, utilities were collected as a result of the 2022 tax sale on amounts due as follows:

Block 75, Lot 4 Account #17303-2 $353.54

Block 90, Lot 7 Account #9434-2 $434.23

Block 119, Lot 106 Account #1966-1 $1550.80

Block 129, Lot 25 Account #3901-1 $291.20

Block 129, Lot 25 Account #3925-1 $291.20

NOW THEREFORE BE IT RESOLVED on this 27th day of October, 2022 by the Mayor and Common Council of the Town of Hackettstown that the Chief Financial Officer is authorized to refund the amount of $2,920.97 to the Hackettstown Municipal Utilities Authority.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Lambo) and seconded (Engelau) to establish the Green Team Committee in Hackettstown and appoint Councilperson Kunz as the Council liaison.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Lambo) to award the Fire Department purchase of 15 year carbon-wrapped cylinders to Firefighter One, Sparta, NJ in the amount of $11,052.60.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Engelau) and seconded (Sheldon) to approve check register #2022-20 in the amount of $590,590.02.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Kunz) to approve raffle license #1280 for the New Jersey Civic Youth Ballet to hold an off premise 50/50.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Engelau) to approve the special events license application for the Hackettstown Business Improvement District to hold Shop Small Saturday on November 26, 2022, to waive the $50.00 application fee and to charge no Town costs.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Engelau) to approve the taxi cab owner’s license for Metro Car Service, LLC, VIN# 5TDKZ3DC2JS953537 through May 1, 2023.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Becker) to appoint Tiffany Tagarelli, Esquire to the position of alternate prosecutor effective November 1, 2022.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Sheldon) and seconded (Engelau) to raise the Mayor’s salary to $8,000 per year and the Councilpersons salaries to $7,000 per year effective immediately.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Motion was made (Kunz) and seconded (Sheldon) to request a certified list from Civil Service for the Police Sergeant position.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

Mayor DiMaio asked if anyone from the public would like to speak at this time.

No one wished to speak at this time.

Motion was made (Sheldon) and seconded (Becker) to adjourn this meeting at 7:37 PM.

Roll Call Vote: Yes – Becker, Engelau, Kunz, Lambo and Sheldon

This is to certify that the This is to certify that all

ordinances and resolutions proper notices, postings and

contained herein have been filings required by the Open

approved by me in accordance Public Meetings Act (Chapter

with law. 231, P.L. 1975) were provided

for this meeting.

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Gerald DiMaio, Jr., Mayor P.J. Reilly, Town Clerk/Administrator