



**BOROUGH OF ALPHA
LAND USE BOARD**

1001 East Boulevard
Alpha, New Jersey 08865

SPECIAL MEETING AGENDA

Borough of Alpha Municipal Building
March 9, 2022, 7:00 PM

1. Call to Order: Open Public Meetings Notice- Attorney Steven Gruenberg
2. Oaths of Office:
 - John Fritts – Class 2
 - Louis Cartabona – Class 3
 - Dawn Dalrymple – Class 4
 - Tom Fey – Class 4
3. Roll Call:
4. Election of Board Chairman
5. Election of Board Vice Chairman
6. Resolutions:
 - **RESOLUTION 2022-01**
RESOLUTION BY THE LAND USE CHAIRPERSON AND LAND USE BOARD OF THE BOROUGH OF ALPHA, WARREN COUNTY, STATE OF NEW JERSEY, IN REGARD TO REGULAR MEETINGS
 - **RESOLUTION 2022-02**
RESOLUTION BY THE LAND USE BOARD OF THE BOROUGH OF ALPHA, WARREN COUNTY, NEW JERSEY FOR PURPOSE OF APPOINTING A SECRETARY FOR THE CALENDAR YEAR 2022
 - **RESOLUTION 2022-003**
A RESOLUTION AUTHORIZING THE HIRING OF LAND USE BOARD COUNSEL

- **RESOLUTION 2022-04**
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR BOROUGH ENGINEER

7. APPROVAL OF MINUTES:

- October 10, 2021
- December 15, 2021

8. PUBLIC HEARING:

- Amendment to the Master Plan via the adoption of documents entitles “Borough of Alpha, Warren County, Highlands Center Designation Plan – Angela Knowles PP/AICP, Van Cleef Engineering Associates, LLC.

9. Public Comment:

10. Executive Session:

11. Adjournment

**BOROUGH OF ALPHA
RESOLUTION 2022-01**

**RESOLUTION BY THE LAND USE CHAIRPERSON AND LAND USE BOARD OF
THE BOROUGH OF ALPHA, WARREN COUNTY, STATE OF NEW JERSEY, IN
REGARD TO REGULAR MEETINGS**

WHEREAS, Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that at least once a year not later than January 10th of such year shall post and mail to newspapers designated by said body the Regular Meeting dates during the succeeding year.

NOW, THEREFORE BE IT RESOLVED by the Land Use Chairperson and Land Use Board of the Borough of Alpha, County of Warren, State of New Jersey that Regular Meetings of the Alpha Borough Council shall be held at 7:00 pm prevailing time, or otherwise as indicated below for the year 2022, meetings shall be duly advertised according to Section 13 of the Open Public Meetings Act, Chapter 231. The dates of said meetings are as follows:

	August 17
	September 21
April 20	October 19
May 18	November 10 (2 nd Wednesday)
June 15	December 21
July 21	
January 18, 2023 (Re-organization) & Regular Meeting	

BE IT FURTHER RESOLVED that all meetings shall be held at the Borough Municipal Building, 1001 East Boulevard, Alpha, NJ 08865 and are open to the public.

BE IT FURTHER RESOLVED that the Star Ledger and the Hunterdon County Democrat be designated as the official newspapers and should be authorized for all legal publications and notices required for publication according to law.

BE IT FURTHER RESOLVED that the format for regular meetings of the Land Use Board be as follows:

Regular Meeting Agenda

Call to Order
Roll Call
Resolutions
Approval of Minutes
Engineer Reports
Old Business
New Business
Correspondence
Public Comment
Executive Session (*As Needed*)
Adjournment

This resolution is available for public inspection in the office of the Land Use Board at the Municipal building, 1001 East Boulevard, Alpha, New Jersey.

I certify that this is a true copy of a resolution adopted by the Land Use Board of the Borough of Alpha, Warren County, to memorialize the Land Use Board's action on March 9, 2022.

Tom Fey, Chairman

Donna L. Messina, Land Use Board Secretary

Date: _____

RESOLUTION 2022-02
RESOLUTION BY THE LAND USE BOARD OF THE BOROUGH OF ALPHA,
WARREN COUNTY, NEW JERSEY FOR PURPOSE OF APPOINTING A
SECRETARY FOR THE CALENDAR YEAR 2022

WHEREAS, per N.J.S.A. 40:55D-24 “Organization of Planning Board” the Land Use Board has the statutory authority to select professionals such as an attorney, a secretary or create or fill any other offices it deems necessary.

BE IT RESOLVED, by the Land Use Board of the Borough of Alpha, Warren County, New Jersey as follows:

Donna Messina is hereby hired as Secretary for the Land Use Board for the calendar year 2022 at an annual salary of \$14,000.00. Said salary shall be paid on a bi-weekly basis.

This resolution is available for public inspection in the office of the Land Use Board at the Municipal building, 1001 East Boulevard, Alpha, New Jersey.

CERTIFICATION:

I certify that this is a true copy of a resolution adopted by the Land Use Board of the Borough of Alpha, Warren County, to memorialize the Land Use Board’s action on March 9, 2022.

Thomas J. Fey, Chairman

Donna L. Messina, Land Use Board Secretary

Date

**RESOLUTION 2022-003
BOROUGH OF ALPHA
A RESOLUTION AUTHORIZING THE
HIRING OF LAND USE BOARD COUNSEL**

WHEREAS, the Land Use Board of the Borough of Alpha deems the hiring of a Land Use Board lawyer to be in the best interests of the Borough of Alpha; and

WHEREAS, certain contracts may be awarded without competitive bidding as a “Professional Service” under provisions of the Local Public Contracts Law as provided by *NJSA* 40A:11-5 because such services are required to be performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids.

NOW THEREFORE BE IT RESOLVED, by the Land Use Board of the Borough of Alpha that Steven P. Gruenberg, Esq., a New Jersey licensed attorney, be hired or retained as Land Use Board counsel for the Borough of Alpha for the calendar year 2022 at a rate of \$165.00 per hour, minimum charge if no meeting is held; \$75.00 per hour for paralegal.

BE IT FURTHER RESOLVED, that the Land Use Board Chairman and Land Use Board Secretary are hereby authorized to execute the contract and any related documents.

BE IT FURTHER RESOLVED that the Land Use Board Secretary shall publish such notice as required under the law. This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, as provided in *N.J.S.A.* 40A:11-5, because said office requires services performed by person or persons qualified to practice recognized professions, and it is not possible to obtain competitive bids, and according to other applicable statutes.

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Tom Fey, Chairman

Donna L. Messina

Date: _____

RESOLUTION 2022-04
RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
LAND USE BOARD ENGINEER

WHEREAS, the Borough of Alpha Land Use Board, has a need to acquire the goods or services to be provided hereunder as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.4* or 20.5, as applicable; and,

WHEREAS, it has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, Van Cleef Engineering Associates. has submitted a proposal or request indicating they will provide the services of Land Use Board Engineer per their municipal qualifications package for engineering services to the Borough of Alpha Land Use Board; and

WHEREAS, Van Cleef Engineering Associates has completed and submitted a Business Entity Disclosure Certification which certifies that they or any of their employees have not made any reportable contributions to a political or candidate committee in the Borough of Alpha in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

NOW THEREFORE, BE IT RESOLVED that the Land Use Board of the Borough of Alpha hereby authorizes the Mayor to enter into a contract with Van Cleef Engineering Associates, as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

BE IT FURTHER RESOLVED that the Land Use Board Secretary shall publish such notice as required under the law. This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, as provided in *N.J.S.A. 40A:11-5* because said office requires services performed by person or persons qualified to practice recognized professions, and it is not possible to obtain competitive bids, and according to other applicable statutes.

This resolution is available for public inspection in the office of the Land Use Board at the Municipal building, 1001 East Boulevard, Alpha, New Jersey.

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Thomas J. Fey, Chairman

Donna L. Messina, Land Use Board Secretary

Date: _____