

BYRAM TOWNSHIP COUNCIL MEETING - NOVEMBER 4, 2019
EXECUTIVE SESSION - 6:30 P.M.
REGULAR SESSION – 7:30 P.M.

CALL MEETING TO ORDER

Mayor Rubenstein called the meeting to order at 6:30 p.m.

OPEN PUBLIC MEETING STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting was advertised in accordance with the OPMA law and posted on the bulletin board in the Municipal Building. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

ROLL CALL

Councilman Gray, here; Councilwoman Kash, late (7:00 pm); Councilman Olson, here; Councilman Roseff, absent; Mayor Rubenstein, here. Also present was Township Manager Joe Sabatini, Township Attorney Tom Collins, and Municipal Clerk Doris Flynn.

RESOLUTION

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Byram, that the public shall be excluded from discussion of the following matters:

- a. Attorney Client Privilege Communication
 - General
 - Municipal Building Leasing Option
 - SHBP

BE IT FURTHER RESOLVED that Minutes will be kept on file in the Municipal Clerk’s office, and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public.

BYRAM TOWNSHIP COUNCIL

	Councilman Gray	Councilwoman Kash	Councilman Olson	Councilman Roseff	Mayor Rubenstein
Motion			x		
2nd	x				
Yes	x		x		x
No					
Abstain					
Absent		x		x	

Certification: I certify that the Byram Township Council adopted the above resolution on November 4, 2019.
 Doris Flynn, Municipal Clerk

RETURN TO OPEN SESSION – 7:30 p.m.

APPROVAL OF AGENDA – Motion by Councilman Gray, second by Councilwoman Kash to approve the agenda as presented. All members were in favor. Motion carried.

MANAGER AND COUNCIL REPORTS

Manager’s Report:

- November 5 is Election Day – polls open 6 a.m. – 8 p.m.
- Next Council meeting is Monday, November 18.
- Veterans Day Ceremony on 11/11 at 11 a.m. at Veterans Memorial in front of the old school house.
- Housing Rehabilitation Program posted to the website and Facebook.

Mayor Rubenstein

- The Mayor reported that he and Joe went to Trenton to meet with the BPU and Elizabeth Town Gas and New Jersey Natural Gas. It was a meeting to get the companies to work together with BPU to see if they can change the boundary lines so that Byram can be a candidate for natural gas.
- The Atlantic Health System located at Byram Plaza opened today. The Mayor will be getting his flu shot on Wednesday there.

Nisha Kash - No report

Councilman Olson –

- Planning Board meetings – On 10/17 they discussed LED sign ordinance. 11/7 – Tomahawk Water Park amended site plan continues. It is a D variance, which means the Mayor and Scott will be stepping down.
- SECTV also provides internet service and they increased their speeds on 10/28. Scott reported that you can reset your modem and your speed will double. There is no extra cost to the customers.

Councilman Gray

- Veteran Day Ceremony – Rich Bowe will be leading the ceremony and he encouraged the public to come out.
- David Gray met Tony Arbore at court. Tony reported that the joint court is going along great.
- David was contacted by Pastor Tim of Waterloo Village who told them that they have \$1,000 worth of shop rite gift cards to donate to Byram and also reported that the Byram Police Department delivered 200 pounds of food that was collected at the Hudson Farm Charity Hike.
- David said that there were 4 people running for 3 seats – All candidates have a long history of volunteerism. Ray Bonker was present tonight and he has been on our open space committee for many years.
- Words of wisdom for whoever gets elected--Read everything and be in a cooperative mode with your fellow council members and the public.
- There was a Court order that came out today which related to the loss of Scott Danielson, who passed away a few years ago. He contributed many years of his life to the Lakeland Emergency Squad.

PUBLIC PARTICIPATION I - Motion by Councilman Olson, second by Councilwoman Kash to open to the public.

Skip Danielson missed the last few meetings because of Lakeland Emergency Squad conflicts. He will be stepping down as trustee of the squad. Skip commented on two men who passed away in the past month, Joe Ruggeri and John Pappalardo. Skip gave a little insight on their tremendous contribution to Byram Township. Skip also reported that the decision came down from the Judge, and it was unanimous in favor of Tammy Danielson. There will be a 35-day appeal period. He is hoping that it won't be necessary.

George Shivas, 361 Amity Road, stated there has been a red truck added to 367 Amity Road. David Gray stated that there was a trial in Ogdensburg and 2 guilty pleas were accepted. Mr. Alvarez was given a 60-day jail term that has been suspended for one year. If he violates the order, he will go to jail. We did appoint special counsel to handle the Amity Road issues.

Brian Antonik, 363 Amity Road, was at the Ogdensburg hearing and he does see some headway being made. He thanked the Council.

Luann Byrne, 34 Richmond Road, asked about two resolutions on the consent agenda. She questioned the Skid Steer. Joe stated that it is a piece of equipment that is being purchased from a co-op that we participate in. It is a type of small excavator, and it comes with various attachments, which will be used for road repair. Luanne asked about the Risk Control grant. Joe stated that we are a member of Statewide Insurance Fund. Every year they give 1% of the assessment back in a grant. This year the grants had to be used for cyber security. We submitted an application and were awarded the grant.

Motion by Councilman Olson, second by Councilman Gray, to close to the public. All members in favor. Motion carried.

APPROVAL OF MINUTES

- October 15, 2019 –Regular & Closed Session Minutes – Motion by Councilman Olson, second by Councilman Gray, to adopt the minutes as presented.

	Councilman Gray	Councilwoman Kash	Councilman Olson	Councilman Roseff	Mayor Rubenstein
Motion			x		
2 nd	x		x		x
Yes					
No					
Abstain		x			
Absent				x	

CONSENT AGENDA: These items are considered to be routine by the members of the Township Council and will be enacted on by one motion. There will be no separate discussion of these items unless a citizen or Council member so requests in which event the item may be removed from the general order of business and considered in its normal sequence on the agenda. Motion by Councilman Gray, second by Councilman Olson to approve the consent agenda.

- Resolution No. 223-2019 – Chapter 159 – Risk Control Grant \$2,000.00
- Resolution No. 224-2019 – Resolution Authorizing the Refund of Redemption Monies to Outside Lien Holder – Block 330 Lot 1.07 – 14 Division Lane
- Resolution No. 225-2019 – Resolution Authorizing the Refund of Redemption Monies to Outside Lien Holder – Block 179 Lot 11 – 14 Rose Trail
- Resolution No. 226-2019 – Resolution Authorizing the Adoption of a Forest Stewardship Plan
- Resolution No. 227-2019 – Resolution Authorizing Byram Township to Enter into Year Two (2) of the Three-Year Contract with Everbridge / Nixle for a Municipal Mass Notification System – Not to Exceed \$5,100.00

- F. Resolution No. 228-2019 – Resolution Approving the Contract for the Conveyance of Block 363, Lot 12 and Authorizing its Execution and Execution of any and all other Documents Required for this Conveyance
- G. Resolution No. 229-2019 – Final Acceptance of Proposed Resurfacing of Various Streets – Briar Lane, Joan Drive & Ross Road
- H. Resolution No. 230-2019 – Resolution to Transfer 2019 Budget Appropriations – Current Fund
- I. Resolution No. 231-2019 – Authorization to Purchase Skid Steer under the Hunterdon County Educational Services Commission Cooperative Pricing System for Budget Year 2019 – Not to Exceed \$87,239.50
- J. Resolution No. 232-2019 – Amending Resolution #199-2019 – Authorization to Purchase Rock Salt under the Sussex County Cooperative Pricing System for Budget Year 2019 – Not to exceed \$36,000.00

	Councilman Gray	Councilwoman Kash	Councilman Olson	Councilman Roseff	Mayor Rubenstein
Motion	x				
2nd			x		
Yes	x	x	x		x
No					
Abstain					
Absent				x	

NOVEMBER 4, 2019 BILL LIST

Motion by Councilman Olson, second by Councilwoman Kash to approve the bill list as presented.

	Councilman Gray	Councilwoman Kash	Councilman Olson	Councilman Roseff	Mayor Rubenstein
Motion			x		
2nd		x			
Yes	x	x	x		x
No					
Abstain	20654				21434
Absent				x	

ITEMS FOR DISCUSSION

- A. Tri-town trail meeting – Netcong sent an email to our Environmental Commission to alert Byram that they were setting up an informal meeting with Stanhope regarding a multi-town trail connection. Joe asked if anyone wanted to attend. Scott stated that several years ago there was a tri-town trail committee and we received a grant. Scott feels it is a good idea for regional planning of the trails. A meeting is a great idea, but he would like to see the meetings held at a town hall. Alex said he would attend if the Council approved.
- B. Document Scanning – Joe thanked Doris and Cindy for leading this project. The goal of this project is to reduce document storage space in the Construction, Planning and Zoning Offices by having all the documents scanned and placed on a cloud-based system for easy access to the Byram Township Administrative Staff. In conjunction with reducing storage space, immediate access of these records by the clerk’s office for purposes of OPRA will allow us to respond in a much more efficient manner. In addition, the document cloud-based system will be extremely beneficial to the Tax Assessment, Planning, Zoning and Code Enforcement Departments allowing staff to conduct research on a timely basis without requiring the assistance of the Construction Department.

We met on several occasions with Dan Freed from the Sussex County Office of GIS and Records Management. Goals for records management and scanning of documents were discussed. After extensive conversation, the determination was made that the Sussex County Office of GIS and Records Management would not be able to accommodate us with scanning and storage services. They did not have the staffing available to provide this type of service. We also met with three Document Management and Scanning Services companies.

After several meetings, on-line demos, review of recommendations from other towns, and extensive research with the above Document Management and Scanning Services companies, we are recommending to contract services with Foveonics Document Solutions, Inc. Foveonics has the ability to scan all documents, provide a user friendly, cloud-based system to access the documents and assist with the NJ DORES requirements and application process.

A quote was provided by Foveonics, along with the ESCNJ bid sheet which breaks down the pricing. The quote is an estimate, and we will be only be charged for the exact number of images scanned. In order to use an electronic imaging system for storage and retrieval of public records, the municipality must apply to the State for approval. This is a cumbersome process that would be handled by the Township with the assistance of Foveonics. Once records are imaged, the municipality must adhere to the NJDORES guidelines and only when a certificate is issued by the State can documents be destroyed. Foveonics employs a full time Records Manager, formally the Somerset County Records Manager, who handles all of the paperwork with the municipality from beginning to end. We would only be imaging permanent records that can be destroyed. Permanent records that must be maintained in their original form or records that are not permanent would not be included in this project.

The “day forward” scanning would be done once or twice a year by the document scanning vendor. After each pick up, the documents would be scanned, approvals for destruction granted through the State, and we would be provided with an updated hard drive of all the images. NJ DORES requires that we must have data that is not proprietary. At any time, if we chose to go with a different vendor, we would always have an up-to-date hard drive of all our documents.

Alex asked are there any grants available. Joe stated that we haven’t found any grants yet, but we will keep looking. At the next meeting, we will be authorizing a resolution to award Foveonics the project, not to exceed \$100,000. We will also authorize a transfer. The funds for this project would come from the 2019 budget. Alex said that this also assists in OPRA requests. He is in favor of this. David said that he feels it is a benefit and would support it. Scott was also in favor of moving forward with the document scanning project.

FUTURE AGENDA DISCUSSION ITEMS – No comments

PUBLIC PARTICIPATION II

Motion by Councilman Olson, second by Councilman Gray, to open to the public.

Skip Danielson asked for the status of the municipal building committee. Joe stated that there will be discussion in executive session about the leasing option.

Richard Schneider, River Road, asked if we can comment on the leasing option. David stated that it will be discussed tonight in closed session and then in the near future the discussion will become public and most likely a meeting will be scheduled with the building subcommittee.

Luann Byrne, Richmond Road, asked why the leasing agreement is secretive if the building subcommittee had to do everything in public. David stated that leasing is a contract negotiation, which is always done in executive session.

Motion by Councilman Olson, second by Councilman Gray to close to the public.

RESOLUTION

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BYRAM TOWNSHIP COUNCIL

	Councilman Gray	Councilwoman Kash	Councilman Olson	Councilman Roseff	Mayor Rubenstein
Motion			x		
2nd	x				
Yes	x	x	x		
No					
Abstain					recused
Absent				x	

Certification: I certify that the Byram Township Council adopted the above resolution on November 4, 2019.
Doris Flynn, Municipal Clerk

RETURN TO OPEN SESSION – 9:07 p.m.

ADJOURNMENT – Motion by Councilman Olson, second by Council to adjourn at 9:08 p.m. All members in favor.
Motion carried.

Doris J. Flynn, Municipal Clerk

Alexander Rubenstein, Mayor