



**BOROUGH OF ALPHA  
LAND USE BOARD**

1001 East Boulevard  
Alpha, New Jersey 08865

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**REORGANIZATION MEETING AGENDA**

Borough of Alpha Municipal Building  
January 20, 2021 7:00 PM  
Virtual Meeting

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
  - Robert Gable – Class 4
  - Robert Plimpton – Class 4
  - Mike Schwar – Class 4
  
3. Roll Call:  
Cartabona, Dragotta, Dalrymple, Dunwell, Fey, Fritts, Gable, Plimpton Schwar
  
4. Election of Board Chairman
  
5. Election of Board Vice Chairman
  
6. Resolutions:
  - **RESOLUTION 2021-01  
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 2021-02  
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 2021**

- **RESOLUTION 2021-003**  
**A RESOLUTION AUTHORIZING THE HIRING OF LAND USE BOARD COUNSEL**
  
- **RESOLUTION 2021-04**  
**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH ENGINEER**

7. Public Comment:

8. Adjournment

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**RESOLUTION 2021-01**

**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 2021, 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:

February 17	August 18
March 17	September 8 (2 <sup>nd</sup> Wednesday)
April 21	October 20
May 19	November 10 (2 <sup>nd</sup> Wednesday)
June 16	December 8 (2 <sup>nd</sup> Wednesday)
July 21	
January 19, 2022 (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 Gazette and the Express-Times 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.

**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 January 20, 2021.

\_\_\_\_\_  
Tom Fey, Chairman

\_\_\_\_\_  
Donna L. Messina, Land Use Board Secretary

Date: \_\_\_\_\_

**RESOLUTION 2021-02**  
**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 2021**

**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 2021 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 January 20, 2021.

\_\_\_\_\_  
Thomas J. Fey, Chairman

\_\_\_\_\_  
Donna L. Messina, Land Use Board Secretary

\_\_\_\_\_  
Date

**RESOLUTION 2020-003  
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 2021 at a rate of \$150.00 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.

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 January 20, 2021.

\_\_\_\_\_  
Tom Fey, Chairman  
Date: \_\_\_\_\_

\_\_\_\_\_  
Donna L. Messina

**RESOLUTION 2020-04**  
**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.

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 January 20th, 2021.

\_\_\_\_\_  
Thomas J. Fey, Chairman

\_\_\_\_\_  
Donna L. Messina, Land Use Board Secretary

Date: \_\_\_\_\_