POHATCONG TOWNSHIP COUNCIL
REGULAR MEETING

Tuesday October 20, 2026

NOTICE

In accordance with NJSA 10:4, adequate notice of this meeting has been provided to the Star Ledger and the Express Times, as well as posted on the township's website and on the bulletin board in the municipal building; satisfying the requirements of the Open Public Meetings Act.

The meeting was called to order by Mayor Slack at 7:06 pm with the following members present: Councilman Luzzetti, Councilman Melvin and Councilman Stillo. Attorney Benbrook, Administrator Robb, and Acting Clerk Moeller were also present. Councilman Babinsky was absent. Engineer Ingram arrived late.

The meeting opened with a moment of silence followed by the flag salute.

Mayor Slack made mention that we lost two long time township residents in the past month; Former Councilman Bill Oertel and Retired Sergeant Harry Smith passed away. Both will be greatly missed.

APPROVAL OF MINUTES

Councilman Melvin motioned to approve the September 15, 2026 Regular and Executive Session minutes. The motion was seconded by Councilman Stillo. All present were in favor.

APPROVAL OF BILLS

Councilman Melvin moved that the payment of all bills presented in proper form, signed by the Director of each department, approved by the majority of members, and listed on the bill list be approved. The motion was seconded by Councilman Stillo and carried 4-0 with the following roll call vote:

Ayes: Luzzetti, Melvin, Stillo, Slack
Nays: None
Absent: Babinsky

PUBLIC COMMENT ON AGENDA ITEMS

None

ATTORNEY'S REPORT

Silver Hill

The acceptance of Silver Hill Road is on for second reading this evening.

ENGINEER'S REPORT

Administrator Robb went over the report Engineer Ingram had submitted prior to the meeting:

2024/2025 NJDOT Local Aid Grant

The guiderail work has been approved and is anticipated to start in November.

Pershing Avenue

There is one bill left to be paid, then it can be submitted for reimbursement.

Tax Maps

Tax maps have been amended and Jenn (Carabelli) has completed her portion.

Lead Line & Waterline Replacement

Water main replacement projects are ongoing. The work on the mains should be complete in November, and paving will most likely not occur until spring.

Willows

We have received some complaints about dirt in the road. County Soils was notified who will be enforcing their requirement to help resolve this.

MS4 Compliance

Work under the grant has been completed and invoices submitted. Those invoices will need to be paid before reimbursement is submitted and the grant can be closed out.

A Watershed Inventory Assessment is required as part of the next round of compliance with an estimated cost of $10,0000 and SPP Plan updated for $3,000. Administrator Robb requested a motion be added for permission to apply for a highlands grant to cover this.

Stormwater Ordinance

Submitted a draft stormwater ordinance that will need to be adopted by January 2027.

COUNCIL REPORTS

ADMINISTRATOR ROBB

Court

Pohatcong had 144 new cases and 151 disposed, with a $4,320.82 municipal deposit.
Greenwich had 195 new cases and 165 disposed, with a $6,033.74 municipal deposit.
Lopatcong had 142 new cases and 122 disposed, with a $4,684.56 municipal deposit.

As of the end of September, Greenwich is at $60,266.71, which is less than they were at this point last year, so they will owe us money. Lopatcong is at just over $59,000, so they will owe as well.

Fire Department

19 calls for the month.

Were denied a grant for new radios. Administrator Robb reached out to Senator Steinhardt and spoke with him in depth about the need for funding for new radio equipment. Will be looking into any state or federal funding that he may be able to help with.

Police Department

There were 1,345 incidents, 31 accidents, 6 arrests, 335 traffic stops, and 157 summonses issued.

Tax Assessor

Tax maps have been submitted. Bid documents are being worked on for the reevaluation and should be done next month. Once the bids go out, the tentative schedule is to have everything completed by November 1, 2027; then the taxpayer review to be completed by December 31, 2027; and revisions completed by January 10, 2028.

Attorney Benbrook mentioned that the rollback taxes were settled for the former EAI project.

Engineer Ingram arrived at 7:20pm

Finance

PNC Bank was set up for the new escrow accounts. Also had a security meeting with them and signed up for Pinnacle Protection. That gives us fraud alerts, check monitoring, and will work through our Edmund's system. It also sets up ACH wiring. The goal is to get away from manual checks altogether and do everything through ACH payments. That is one of the reasons for the direct deposit resolution and ordinance on the agenda for this evening.

Budget

Budget requests were sent to all department heads and submissions are due no later than November 2 for 2027.

Zoning

There were 8 zoning applications for the month, and one was denied which was the gold exchange because it needs to go to the Land Use Board. Took in a total of $925 in fees, bringing the year-to-date total to $3,359.

11 inspections were completed; 9 passed and 2 failed. 17 zoning complaints were brought to the township; 13 were reinspections, 4 were initial inspections, and 4 violations were issued for the month.

Pohatcong Community Park

Had the grand opening for the football field; the game was against Steel Hill. It was a great day for the township and for rec with the facility opening. He and Councilman Stillo met with Superintendent Coleman and a board member about parking for the fields. They were under the impression that it was just going to be a football field and not a community park. They were advised that there were three phases and the football field was the start. Their main concern is security issues with people coming during the day and driving through the parking lot. There was talk about cutting a driveway in to get to the access road that was put in for construction. After their board meeting they were not against that, but they would like to see some engineered plans before the process continues. Will be meeting with Wayne (Ingram) and Andrew (Melendez) to look at it and figure out what needs to be done.

Benbrook advised that their board's attorney still hasn't gotten back to him with an approved easement for the utilities.

JOHN STILLO

There was a rec meeting and it was the first one since March. They were looking to get new board members and a new CFO. Discussed having the rec sign an understanding that the fields are the township's property; it is not the rec's property and not for their full exclusive use.

KEVIN MELVIN

Had a few issues raised by a couple residents. In reviewing the zoning officer's report, it appears that one issue has been addressed and the party was referred to the business administrator.

Late Sunday afternoon, around 3pm, he received a few texts from former Councilwoman Gray with regard to the helicopter. Those texts were shared with the Chief and Business Administrator. They were basically asking about perimeters, and he told her he didn't think he should be expected to know the flight plans of the helicopter, especially since we had positive feedback last year and we haven't had any complaints or major issues raised with the application process this year. She sent a couple videos and mentioned 'payback'- he was not sure what she was referring to.

Mayor Slack also received a complaint late Sunday afternoon from a resident in the lower end of the township about the helicopter flying low. Next year, and moving forward, when it comes time to approve this, they need to be questioned and maintain a good flight plan that's going to keep everybody happy.

Chief Barsony advised that the police department did not receive any complaints.

BA Robb stated that it is his recommendation that those two complaints be formalized. What's going to happen next year is, this is going to come up again, everyone is going to look at Chief Barsony, ask if there were any complaints, and he will have nothing on record. The complainants should make a short report.

Attorney Benbrook advised that if we know an address they can put that into the GPS in the helicopter and make sure that they avoid that area.

Last year they were advised to avoid the Stem residence, and apparently this year they did not. It was requested that it be noted in the minutes that complaints were received from the Stem residence, and the horse rescue by way of former Councilwoman Gray.

STEVE BABINSKY

Absent.

NELSON LUZZETTI

Met with Michael Margulies of the Historic Preservation Commission and sat in on their meeting. The main issue that was brought up is Gramana Farms, and in their view the buildings have been left to fall apart.

Benbrook advised that there has been a lot of discussion about that. They are willing to give us that property, but the problem is they cannot give it to us until they perfect the site plan because it would change their total lot coverage and they would then have to come back for a variance. As soon as they get going, if we want it, they would be willing to subdivide that and give it to us for a dollar. However, it's been looked at and so far, the consensus is that it's not salvageable.

Councilman Luzzetti noted that the meetings for the Musky are the same night as the council meetings, so has been unable to attend. Mayor Slack advised that Tyler (Greenfield) attends and brings a report back to the Environmental Commission that he can bring back to council.

In reference to the historic home, BA Robb advised that he believes that mayor and council has already made the decision to not move forward with subdividing and we have no interest in it. There have been other properties that have sat for way too many years and we don't need another one.

MAYOR SLACK

Nothing else to add that was not already mentioned.

WAYNE INGRAM- ENGINEER'S REPORT

Wanted to add for the Local Freight Grant, we need a resolution authorizing the submission in order to apply for that. Would like that added to the resolutions for tonight, and it would be the same form as last year's.

RESOLUTIONS

REMOVING WANDA KUTZMAN AS AN AUTHORIZED SIGNER WITH PNC BANK DUE TO RETIREMENT

WHEREAS, Wanda Kutzman has retired from service with the Township of Pohatcong; and

WHEREAS, as a result of her retirement, it is necessary to remove her as an authorized signer on all municipal bank accounts maintained by the Township with PNC Bank, N.A.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pohatcong, County of Warren, State of New Jersey, that effective immediately, Wanda Kutzman is hereby removed as an authorized signer on all Township accounts held at PNC Bank, N.A.

BE IT FURTHER RESOLVED, that the Acting Township Clerk and Chief Financial Officer are authorized to submit a certified copy of this Resolution to PNC Bank, N.A. to effectuate this change.

RESOLUTION
MANDATING DIRECT DEPOSIT OF NET PAY
FOR ALL EMPLOYEES OF THE TOWNSHIP OF POHATCONG

WHEREAS, P.L.1981, c. 385 (c.52:14-15a) was amended by the State and General Assembly of the State of New Jersey to provide that municipalities may provide for the mandatory direct deposit of net pay for all employees; and

WHEREAS, the Chief Financial Officer of the Township of Pohatcong recommends that the municipality adopt resolution to reduce the risks of fraud and processing of checks; and

WHEREAS, mandatory direct deposit also applies to any "board, commission, bureau, department or public agency" of the Township of Pohatcong; and

WHEREAS, this policy will require that employees and elected officials, including seasonal and temporary employees, of the municipality indicate, in writing, to the Business Administrator and/or Chief Financial Officer or designate, the specific banking institution(s) and designated account(s) to f which the deposit shall be made on behalf of the employee or elected official; and

NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Pohatcong, in the County of Warren, State of New Jersey, that effective immediately, all full-time and part-time employees, and public officials who receive compensation from the Township of Pohatcong are mandated to have direct deposit of net pay.

RESOLUTION 26-002
REQUESTING THE APPROVAL OF ITEMS
OF REVENUE AND APPROPRIATION NJS 40A:4-87

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Pohatcong, in the County of Warren, State of New Jersey hereby requests the Director of Local Government Services to approve the insertion of an additional item of revenue in the budget of the year 2026 in the sum of **One Thousand, Five Hundred, Seventy-Six Dollars and 86/100 ($1,576.86**), which is now available as:

REVENUE:

2025 Body Armor Grant	$1,576.86

APPROPRIATION:

2025 Body Armor Grant	$1,576.86

BE IT FURTHER RESOLVED that the above is a result of funds being made available from the State of New Jersey General State Fund.

BE IT FURTHER RESOLVED that the Township Clerk shall forward a certified copy of this Resolution to the Chief Financial Officer who will upload said copy to the FAST system.

RESOLUTION

AUTHORIZING THE AWARD OF A CONTRACT TO FOVEONICS DOCUMENT SOLUTIONS

WHEREAS, the Township of Pohatcong ("Township") has the need to procure document management services for records retention and disposal for Construction Documents; and

WHEREAS, the purchase of goods and services through a Cooperative Pricing System by local contracting units is authorized by the Local Public Contracts Law, N.J.S.A. 40A:11-11 et seq; and

WHEREAS, Foveonics Document Solutions has been awarded the NJ State Co-Op Contract #65MCESCCPS; and;

WHEREAS, the Business Administrator is recommending an award in the amount of not to exceed $27,502.98; and

WHEREAS, the Chief Financial Officer has certified that funding is available in accounts:

C-04-19-004-004	Various General Improvements	$ 5,500.00
C-04-19-004-006	Various General Improvements	16,815.71
6-01-21-180-206	Planning: General Expenses	5,187.27

TOTAL $ 27,502.98

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Pohatcong, in the County of Warren, State of New Jersey, that it authorizes the Business Administrator to enter into a contract with Foveonics Document Solutions. under the NJ State Co-Op Contract #65MCESCCPS in an amount not to exceed $27,502.98.

RESOLUTION
TO AUTHORIZE THE REFUND OF ESCROW BALANCES

WHEREAS, the Township of Pohatcong collects escrow fees to reimburse municipal professionals for engineering and legal services performed on behalf of applicants; and

WHEREAS, these collected fees are deposited and held in dedicated escrow accounts on behalf of the depositors; and

WHEREAS, the Land Use Board has determined that all professional services for the accounts listed below have been completed, and that the remaining balance should be refunded to the depositors.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pohatcong, County of Warren, State of New Jersey, that the Chief Financial Officer is hereby authorized and directed to refund the remaining escrow balance and close the following accounts:

Account #	Name	Amount
T-14-55-201-032	Abilities of Northwest Jersey	**$300.00**
T-14-55-201-011	AGL Resources	**$336.00**
T-14-55-201-065	America Best Contact	**$808.22**
T-14-55-201-028	Ayramm Zambas	**$105.00**
T-14-55-201-021	Baer Aggregates Inc.	**$1,183.12**
T-14-55-201-076	Bee Good Farm	**$750.00**
T-14-55-201-046	Black & Veatch-Tesla	**$4,307.48**
T-14-55-201-070	Blue Stone Ventures LLC.	**$65.39**
T-14-55-201-063	Burger King Dev Foods	**$322.92**
T-14-55-201-040	Cassi M. Lelko	**$130.00**
T-14-55-201-122	Catherine Crandell	**$220.05**
T-14-55-201-030	Catherine Lewis/Michael Lewis	**$350.00**
T-14-55-201-085	Chick fil A Inc	**$2,512.27**
T-14-55-201-022	Cingular Wireless	**$60.00**
T-14-55-201-064	CRG	**$2,438.75**
T-14-55-201-039	David C. Williams	**$220.00**
T-14-55-201-003	EAI	**$48.36**
T-14-55-201-080	Goathead Asset Management, LLC.	**$2,777.39**

T-14-55-201-051	Helms Deep LLC.	**$262.50**

T-14-55-201-084	JDJS at Pohatcong LLC.	**$16.96**
T-14-55-201-061	Kathleen R. Bullock	**$98.75**
T-14-55-201-031	Keiffer Co Inc FBO Ulta Beauty	**$277.50**
T-14-55-201-057	Kevin Melvin	**$203.11**
T-14-55-201-036	Keiffer and Co Inc	**$750.00**
T-14-55-201-081	Larken Associates, LLC.	**$683.07**
T-14-55-201-048	Michael Mang	**$0**
T-14-55-201-077	National Land Resources LP	**$7,815.49**
T-14-55-201-082	National Land Resources LP	**$4,666.77**
T-14-55-201-020	Party City	**$243.75**
T-14-55-201-052	Penn Bower Inc.	**$1,108.00**
T-14-55-201-008	Pohatcong Playground	**$3,180.58**
T-14-55-201-012	Pohatcong School Solar	**$500.00**
T-14-55-201-016	Quaker Steak for Restoration	**$10,328.41**
T-14-55-201-043	R & F Phillipsburg LLC.	**$7,138.85**
T-14-55-201-073	R & F Phillipsburg LLC.	**$4.69**
T-14-55-201-033	Raymour and Flanigan	**$0**
T-14-55-201-006	Robert & Sharon Santini	**$372.50**
T-14-55-201-054	Robert Benz	**$41.25**
T-14-55-201-075	Samson Concrete & Masonry LLC.	**$350.00**
T-14-55-201-025	Toys R Us	**$250.00**
T-14-55-201-050	Walton Signage	**$476.87**
T-14-55-201-005	Walmart Site Plan	**$9,518.40**
T-14-55-201-114	Whitestone Associates/Quick Lube DF Carolina	**$1,281.25**

RESOLUTION
AUTHORIZING CANCELLATIONS OF GRANT FUND RECEIVABLES AND RESERVE BALANCES IN THE CURRENT

WHEREAS: there exists various grant fund receivables and reserves on the balance sheet of the Current Fund; and

WHEREAS: the funds creating these receivables and reserves have been investigated and determined to be overstated and uncollectable;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Pohatcong that the following list of receivables and reserves be and the same are hereby canceled:

Grant Balance	**Receivable Balance**	**Reserve**
Current Fund:		
Clean Communities–2018	-0-	3,702.07
Clean Communities–2019	-0-	13,809.39
Clean Communities-2020	-0-	12,449.89
Clean Communities-2021	-0-	13,241.84
Clean Communities-2022	-0-	13,383.81
Drunk Driving Enforcement	5,500.00	-0-
Municipal Alliance	-0-	3,053.00
Warren County Historic Preserv Stone Arch	59,306.47	4,564.87
Total	**$ 64,806.47**	**$ 64,806.47**

RESOLUTION
AUTHORIZING THE TOWNSHIP OF POHATCONG TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Cranford Police Cooperative Pricing System (ID #47-CPCPS), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on October 20, 2026 the governing body of the Township of Pohatcong, County of Warren, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; and

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. TITLE: This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Township of Pohatcong.
2. AUTHORITY: Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. CONTRACTING UNIT: The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

APPROVAL TO SUBMIT A GRANT APPLICATION AND EXECUTE A GRANT AGREEMENT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR A LOCAL FREIGHT IMPACT GRANT FOR IMPROVEMENTS TO RIVER ROAD

BE IT RESOLVED that the Township Council of the Township of Pohatcong formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as LFIF-2027- Pohatcong Township – 00006 to the New Jersey Department of Transportation on behalf of Township of Pohatcong.

BE IT FURTHER RESOLVED that Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of Township of Pohatcong and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Motion

Councilman Melvin motioned to approve the foregoing resolutions. The motion was seconded by Mayor Slack and carried 4-0 with the following roll call vote:

Ayes: Luzzetti, Melvin, Stillo, Slack
Nays: None
Absent: Babinsky

REVIEW AND DISCUSSION- 2026 BEST PRACTICES INVENTORY PROGRAM

AUTHORIZING THE ACTING MUNICIPAL CLERK TO CERTIFY THAT THE GOVERNING BODY HAS REVIEWED THE COMPLETED BEST PRACTICES INVENTORY AT A PUBLIC MEETING

BE IT RESOLVED, by the Township Council of the Township of Pohatcong, County of Warren, State of New Jersey, that the Acting Municipal Clerk be and is hereby authorized to certify that the Governing Body has reviewed the Completed Best Practices Inventory as prepared by the Chief Financial Officer at a public meeting held on October 20, 2026.

Motion

Councilman Stillo motioned to approve the foregoing resolution. The motion was seconded by Councilman Melvin. All present were in favor.

ORDINANCE- FIRST READING

26-12

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 285-23.3 OF THE CODE OF THE TOWNSHIP OF POHATCONG ENTITLED "SHORT-TERM RENTAL UNITS"

26-13

AN ORDINANCE OF THE TOWNSHIP OF POHATCONG MANDATING DIRECT DEPOSIT FOR MUNICIPAL EMPLOYEES

Attorney Benbrook advised that 26-12 came up due to some residents that had complaints about an Airbnb, and the existing code has been updated. It will go to the Land Use Board after first reading to determine consistency with the master plan.

26-13 is self-explanatory.

Motion

Mayor Slack motioned to introduce the foregoing ordinances. The motion was seconded by Councilman Melvin. The motion carried with the following vote:

Ayes:, Luzzetti, Melvin, Stillo, Slack
Nays: None
Abstentions: Babinsky

ORDINANCE- SECOND READING

Motion

Councilman Melvin motioned to open the following ordinance to public hearing. The motion was seconded by Mayor Slack. The motion carried with the following vote:

Ayes: Luzzetti, Melvin, Slack
Nays: None
Abstentions: Stillo
Absent: Babinsky

Engineer Ingram advised the road has been approved and everything has been done as necessary.

26-11
ORDINANCE

AN ORDINANCE OF THE TOWNSHIP OF POHATCONG
ACCEPTING THE STREET KNOWN AS SILVER HILL ROAD

BE IT ORDAINED by the Township Council of the Township of Pohatcong, County of Warren, State of New Jersey, as follows:

1. Pursuant to the authority established in N.J.S.A. 40:67-1, the dedication of Silver Hill Road be and hereby is accepted aby the Township as a public street.

2. Silver Hill Road being accepted by virtue of this Ordinance is further described by the metes and bounds description attached hereto as **Schedule A**.

3. Pursuant to N.J.S.A. 40:67-2, a copy of this Ordinance shall, upon final passage and publication, in accordance with the law, be filed in the Warren County Clerk's Office.

4. The Township Attorney shall cause to be recorded the Road Dedication Deed dated July 23, 2026 from the Silver Hill Road Association, Inc. to the Township of Pohatcong in the Warren County Clerk's Office.

5. This ordinance shall take effect twenty (20) days upon passage and publication as required by law.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced at a meeting of the Township Council of the Township of Pohatcong in the County of Warren and State of New Jersey, held on September 15, 2026, and was approved for final passage and adoption after public hearing thereon at a regular meeting of said Township Council on October 20, 2026.

Motion

Councilman Melvin motioned to close and adopt the foregoing ordinance. The motion was seconded by Mayor Slack and carried 3-0 with the following roll call vote:

Ayes: Luzzetti, Melvin, Slack
Nays: None
Abstentions: Stillo
Absent: Babinsky

OLD BUSINESS

None

NEW BUSINESS

None

MOTIONS

Motion: (To approve sanitary sewer connection application for LIT Greek East Valley, LLC.)

Motion

Councilman Melvin motioned to approve the foregoing motion. The motion was seconded by Councilman Stillo and carried 3-0 with the following roll call vote:

Ayes: Luzzetti, Melvin, Stillo
Nays: None
Abstentions: Slack
Absent: Babinsky

Motion: (To authorize submission of a grant application for MS4 stormwater compliance to the Highlands)

Motion

Mayor Slack motioned to approve the foregoing motion. The motion was seconded by Councilman Melvin. All present were in favor.

PUBLIC COMMENT

Councilman Melvin mentioned that he just found out that longtime resident Bonnie Vasvari had passed away about a week ago.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion

Mayor Slack motioned to adjourn the meeting at 7:53 pm. Seconded by Councilman Stillo, the motion carried- all present were in favor.

Noelle Moeller
Acting Township Clerk