



# Mayor and Common Council Borough of Flemington

APRIL 28, 2025  
REGULAR SESSION 7:00 p.m.

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Council Meeting Room  
Flemington Borough Hall, 38 Park Avenue, Flemington, NJ 08822

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## I. CALL TO ORDER

## II. FLAG SALUTE

## III. OPMA STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of April 28, 2025 was included in a list-of-meetings notice sent to the *Hunterdon County Democrat* and *Courier-News* on January 6, 2025, posted on the bulletin board at Borough Hall on that date, and has remained continuously posted as required. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Borough Clerk.

## IV. ROLL CALL

Councilman Arias  
Susan Engelhardt  
Adrienne Fusaro  
Trent Levitt  
Jeremy Long  
Tony Parker  
Marcia Karrow

Council Member  
Council Member  
Council Member  
Council Member  
Council VP  
Council President  
Mayor

## V. PRESENTATION

## VI. MAYOR'S REPORT

## VII. COUNCIL MEMBERS REPORTS

## VIII. PUBLIC COMMENT - SESSION I

## IX. APPROVAL OF MINUTES

Special Meeting	April 11, 2025
Regular Meeting	April 14, 2025
Executive Session	April 14, 2025

**X. CONSENT AGENDA**

1. RESOLUTION 2025-70 - RESOLUTION APPROVING GABINO CAREAGA FOR ADMISSION TO ACTIVE MEMBERSHIP IN THE STATE OF NEW JERSEY FIREMAN'S ASSOCIATION

**XI. INTRODUCTION OF ORDINANCES:**

**XII. PUBLIC HEARING:**

2. ORDINANCE 2025-12 - AN ORDINANCE AMENDING SECTION 16 (SPECIAL EVENTS) OF CHAPTER THREE (POLICE REGULATIONS) TO CLARIFY FEE ASSESSMENTS FOR CERTAIN EVENTS

3. ORDINANCE 2025-13 - AN ORDINANCE AMENDING CHAPTER 16 (DESIGN STANDARDS), SECTION 1632 (LANDSCAPE STANDARDS), SUBSECTION A.11 (TREE REPLACEMENT ALTERNATIVES) OF THE BOROUGH CODE TO AMEND THE TREE CONTRIBUTION FEE

4. ORDINANCE 2025-14 - AN ORDINANCE PROVIDING FOR THE ACQUISITION OF A FIRE TRUCK FOR THE BOROUGH OF FLEMINGTON, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$475,000.00 THEREFOR FROM THE CAPITAL IMPROVEMENT FUND

**XIII. REGULAR AGENDA**

5. RESOLUTION 2025-71 - RESOLUTION SUPPORTING THE RIVER CROSSING YMCA, FLEMINGTON COMMUNITY POOL PROJECT

6. RESOLUTION 2025-72 - RESOLUTION APPOINTING CGP&H AS THE AFFORDABLE HOUSING AGENT

**XIV. WORKSESSION**

**XV. PUBLIC COMMENT - SESSION II**

**XVI. PAYMENT OF BILLS**

AUTHORIZING PAYMENT OF BILLS IN THE AMOUNT OF \$866,649.38

**XVII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

**RESOLUTION #2025-70**

**RESOLUTION APPROVING GABINO CAREAGA FOR ADMISSION TO  
ACTIVE MEMBERSHIP IN THE STATE OF NEW JERSEY FIREMAN'S  
ASSOCIATION**

**WHEREAS**, Gabino Careaga has applied to be a member of the NJ. State Firemen's Association, and

**WHEREAS**, the applicant has undergone the required physical examination,

**NOW, THEREFORE, BE IT REOLVED** by the Mayor and Council of the Borough of Flemington, in the County of Hunterdon and the State of New Jersey that the applicant be admitted to active membership in the NJ State Firemen's Association.

Adopted: April 28, 2025

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

**CERTIFICATION**

I, Carla Conner, Borough Clerk of the Borough of Flemington, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution duly authorized by the Mayor and Council on this 28<sup>th</sup> day of April, 2025.

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*Carla Conner, Borough Clerk*

## ORDINANCE NO. 2025-12

### AN ORDINANCE AMENDING SECTION 16 (SPECIAL EVENTS) OF CHAPTER THREE (POLICE REGULATIONS) TO CLARIFY FEE ASSESSMENTS FOR CERTAIN EVENTS

**WHEREAS**, the Borough Council wishes to clarify the event permitting procedure related to fee assessments as found in the Borough's municipal code;

**WHEREAS**, procedural framework for this procedure is found in Chapters Two (Administration) and Three (Police Regulations) of the municipal code of the Borough of Flemington, specifically in Sections 2-25 (The Borough of Flemington Department of Community Event Planning) and 3-16 (Special Events);

**BE IT THEREFORE ORDAINED**, by the Borough Council of the Borough of Flemington in the County of Hunterdon and State of New Jersey that Sections 2-25 and 3-16 of the Municipal Code thereof are amended as follows:

#### SECTION I.

Section 3-16.13 (Cancellation) is hereby amended as follows (struck through portions are to be removed; bolded and underlined portions are to be added):

- a. The Borough of Flemington reserves the right to cancel any events if proper submissions are not received within seven days of the event.
- b. The Borough reserves the right to cancel any event at any time.
- c. An applicant reserves the right to cancel the event up to 14 business days prior to the event date without being held responsible for costs of services. Any events cancelled by the applicant less than 14 business days prior to the event date are required to pay for services.
- d. **Only events that are sponsored by the Borough of Flemington shall be eligible for a rain date under this Chapter at the time of application, unless the event does not require Borough services. All other events that are canceled due to inclement weather and require Borough services must be rescheduled with the submission of a new application.**

#### SECTION II.

Section 3-16.14 (Fees) is hereby amended as follows (struck through portions are to be removed; bolded and underlined portions are to be added):

- a. The application fee shall be \$25 75 for applications received within the specified time frames set forth in Section 3-16.3, and \$75 125 for applications submitted in less than the specified time frames.
- b. The Borough of Flemington may charge a fee of \$500 if proper submissions are not received within seven days of the event.
- c. An invoice for proposed minimum services from the Flemington Borough Department of Public Works, Flemington Borough Police, Flemington Borough Fire Marshal, Flemington Borough Fire Department and Flemington Raritan EMS, or any additional service as specified by the Borough of Flemington shall be issued to the applicant not less than 30 days' prior to an event. **For events with a projected daily attendance over 250 individuals or for event where, at the determination and sole discretion of the Borough's Events Committee, further personnel would be required, the Borough shall require the applicant to escrow an amount to cover additional Police or Public Works personnel at a minimum of four hours per individual to be assessed at the current rate as memorialized in the Borough's collective negotiations agreements.**
- d. The invoice for the proposed services **and, if required, any escrow amount** shall be paid 15 days' prior to the event. Failure to pay for services will result in the event being cancelled.
- e. Upon completion of the event, subsequent invoices may be sent for services performed in addition to the minimum service fees that were paid prior to the event. Services such as **may include** but **are** not limited to: additional staffing required, additional hours worked prior to the event or upon completion of the event, additional equipment. **In the event an escrow was insufficient to cover any expense contemplated in this Chapter, an invoice will be sent for payment of the deficiency.** Final invoices shall be sent within 15 days of the event completion and are payable within 30 days of receipt. Balances left unpaid shall be subject to interest at a rate consistent with tax collection rates. Failure to pay invoices in full shall prevent an applicant from holding subsequent events. **Any remaining balance held in escrow under this Chapter shall be refundable to the applicant within 30 days of the completion of the event.**

SECTION III. If any part of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

SECTION IV. Should any section, paragraph, sentence, or clause of this ordinance be declared unconstitutional or invalid for any reasons, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect and, to this end, the provisions of this ordinance are hereby declared severable.

SECTION V. This ordinance shall take effect upon adoption and publication in the manner required by New Jersey general law.

Introduced: April 14, 2025

Adopted:

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

## ORDINANCE NO. 2025-13

### AN ORDINANCE AMENDING CHAPTER 16 (DESIGN STANDARDS), SECTION 1632 (LANDSCAPE STANDARDS), SUBSECTION A.11 (TREE REPLACEMENT ALTERNATIVES) OF THE BOROUGH CODE TO AMEND THE TREE CONTRIBUTION FEE

**WHEREAS**, the regulation of tree plantings is regulated pursuant to Section 1632 of the municipal code of the Borough of Flemington; and

**WHEREAS**, the Borough Council wishes to amend the fee assessed by the Borough for tree replacement alternatives;

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Flemington, in the County of Hunterdon, State of New Jersey, that Chapter 16 shall be amended as follows:

#### SECTION I.

Section 1632-A.11 (“Tree Replacement Alternatives”) is hereby amended as follows (struck through portions are to be removed; bolded and underlined portions are to be added):

All required trees shall be planted on the site in compliance with Section 1632, Landscaping Standards. In the event relief shall be requested by the applicant based upon practical physical difficulties and undue hardship related to the condition of the site, the Board shall solicit comments and recommendations of the Borough Engineer and Borough Planner in determining whether the relief requested by the applicant shall be granted.

In lieu of planting the required trees, the Board may permit the applicant to make an in lieu of payment to be deposited in the Borough of Flemington Tree Fund as established by this chapter. The contribution, in lieu of planting the trees, shall be ~~\$550.00~~ **\$900.00** for each tree and shall be deposited in the Borough Tree Fund prior to the Borough issuing any building permits for the development.

SECTION II. If any part of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.

SECTION III. Should any section, paragraph, sentence, or clause of this ordinance be declared unconstitutional or invalid for any reasons, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect and, to this end, the provisions of this ordinance are hereby declared severable.

SECTION IV. This ordinance shall take effect upon adoption and publication in the manner prescribed by New Jersey general law.

Introduced: April 14, 2025

Adopted:

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

**ORDINANCE NO. 2025-14**

**AN ORDINANCE PROVIDING FOR THE ACQUISITION OF A FIRE TRUCK FOR THE BOROUGH OF FLEMINGTON, IN THE COUNTY OF HUNTERDON, NEW JERSEY AND APPROPRIATING \$475,000.00 THEREFOR FROM THE CAPITAL IMPROVEMENT FUND**

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE BOROUGH OF FLEMINGTON, IN THE COUNTY OF HUNTERDON, NEW JERSEY AS FOLLOWS:

Section 1. The improvements described in Section 2 of this ordinance are hereby authorized to be undertaken by the Borough of Flemington, New Jersey, as a general improvement. For the improvement or purpose described in Section 2 there is hereby appropriated the sum of \$475,000.00 from the Capital Improvement Fund.

Section 2. The improvement hereby authorized is for the acquisition of a used fire truck including equipment at a cost of \$475,000.00.

Section 3. The said improvements or purposes described in Section 2 of this ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be assessed on property specially benefited thereby.

Section 4. There is no debt authorized for these improvements or purposes.

Section 5. This ordinance shall take effect immediately upon final passage according to law.

Introduced: April 14, 2025

Adopted:

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

**RESOLUTION #2025-71**

**RESOLUTION SUPPORTING THE RIVER CROSSING YMCA, FLEMINGTON  
COMMUNITY POOL PROJECT**

**WHEREAS**, the community founded the Flemington-Raritan Community Pool in 1963 to provide the residents of Flemington Borough and Raritan Township with a place for safe recreation; and

**WHEREAS**, thousands of residents used the Flemington-Raritan Community pool, now owned by River Crossing YMCA, to learn to swim, for family fun, and for competitive aquatics until its closure in 2017; and

**WHEREAS**, community volunteers and River Crossing YMCA have completed a needs assessment and environmental study to develop plans to renovate and reopen Flemington-Raritan Community Pool; and

**WHEREAS**, the proposed renovation will provide the community with a modern, safe, ADA compliant community pool, which will in turn provide an essential community space for local children, seniors, families and community members to connect, develop essential water safety skills, receive supportive services and more; and

**WHEREAS**, the community is still working to raise total funds to restore this community asset that had been used by thousands;

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Flemington in the County of Hunterdon provides this resolution in full support of this project, and all associated fundraising efforts to bring the project to fruition.

Adopted: April 28, 2025

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

**CERTIFICATION**

I, Carla Conner, Borough Clerk of the Borough of Flemington, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution duly authorized by the Mayor and Council on this 28<sup>th</sup> day of April, 2025.

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*Carla Conner, Borough Clerk*

## RESOLUTION #2025-72

### RESOLUTION APPOINTING CGP&H AS THE AFFORDABLE HOUSING AGENT

**WHEREAS**, the Borough of Flemington has a need to acquire an Affordable Housing Agent as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5 as appropriate; and

**WHEREAS**, the position of Affordable Housing Agent is an exempt professional service pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

**WHEREAS**, the term of this contract is one (1) year; and

**WHEREAS**, CPG&H has presented a pricing model not to exceed \$13,500 per annum for Administrative Agent General Services;

**WHEREAS**, other services described in CPG&H's proposal are on an as-needed basis and further authorization shall be necessary if and when the Borough chooses to avail itself of these services.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Flemington in the County of Hunterdon, State of New Jersey, hereby appoints CGP&H as the Affordable Housing Agent for the Borough of Flemington effective April 1, 2025 through March 31, 2026; and

**BE IT FURTHER RESOLVED** that the Mayor of the Borough of Flemington is hereby authorized to enter into said agreement with CGP&H for an amount not to exceed \$13,500; and

**IT IS FURTHER RESOLVED** that the Chief Financial Officer has certified that funds are available in the 2024 budget.

**IT IS FURTHER RESOLVED** that notice of this Resolution shall be published in the official newspapers of the Borough of Flemington as required by law.

Adopted: April 28, 2025

ATTEST:

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Marcia A. Karrow, Mayor

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Carla Conner, Borough Clerk

**CERTIFICATION**

I, Carla Conner, Borough Clerk of the Borough of Flemington, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution duly authorized by the Mayor and Council on this 28<sup>th</sup> day of April, 2025.

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*Carla Conner, Borough Clerk*