

The regular meeting of the Town Council of the Town of Newton was held in person and via Zoom on the above date at 7:00pm. Present were Mrs. Diglio, Mrs. Teets, Deputy Mayor Dickson, Mayor Le Frois, Kathryn E. Alcock, Deputy Municipal Clerk, and Thomas S. Russo, Jr., Town Manager. Eric M. Bernstein, Esq., Town Attorney was also present. Mr. Couce participated via Zoom.

Mayor Le Frois led the Pledge of Allegiance to the flag and the Deputy Clerk called the roll.

Mayor Le Frois then made the following declaration "in accordance with the Open Public Meetings Act, notice of this Regular meeting was given to the two newspapers of record and posted on the official bulletin board on January 3, 2025."

### **APPROVAL OF MINUTES**

Upon motion by Mrs. Diglio, seconded by Mrs. Teets and all those present voting to approve, the minutes for the July 14, 2025, Regular Meeting were unanimously approved as presented.

### **OPEN TO THE PUBLIC**

At this time, Mayor Le Frois read the following statement:

*"At this point in the meeting, the Town Council welcomes comments from any member of the public on any topic. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to take one turn at the microphone and please limit their comments to 3 minutes. The Municipal Clerk will keep time. If reading from a prepared statement, please provide a copy and email a copy to the Clerk's Office after making your comments so it may be properly reflected in the minutes. Council may choose to comment after the entire public portion has concluded. Please identify yourself and spell your last name."*

Mayor Le Frois opened the meeting to the public.

There being no one from the public to be heard in-person or on Zoom, Mayor Le Frois closed the meeting to the public.

### **COUNCIL & MANAGER REPORTS**

**Town Manager Russo** – mentioned an upcoming Note sale and prompted Mr. Ferry to describe it to the Council. Mr. Ferry explained that we will have a \$4.2M Bond Anticipation Note sale. It is for one year. In comparison to other sales, he expects we will obtain a rate in the high 2% or low 3%. Which is not bad at all. Once we close on it, the cash goes back in and we pay back everyone we have been paying out.

**Councilman Couce** – nothing to report.

**Councilwoman Diglio** – nothing to report.

**Councilman Dickson** – I attended a Human Services Advisory Council Homeless Coordination Subcommittee meeting on July 22<sup>nd</sup>. Chief D'Annibale and Mr. Russo were also in attendance. At the meeting the Chief asked about contacts for services in nighttime vs. daytime. The PD runs into a problem with who to contact after hours since many of the organizations are from 9am to 5pm. They are going to work with the Chief to provide a list of contacts. On the 22<sup>nd</sup> myself, the Mayor, and Dr. Piccirillo attended a meeting at Sussex County Community College with Dr. Homer. We were updated on everything going on at the College and how we can partner with them going forward. On July 30<sup>th</sup> I attended a Zoom on the Executive Order on homelessness in NJ. The conversation focused on how it might affect services in NJ. On August 7<sup>th</sup> we had a meeting with Barnlight Studios. The team brings a wealth of knowledge in regard to the film and entertainment industries. They were very impressed with the list of locations the Town has put together. We are looking forward to seeing what can come of a potential partnership with them.

**Councilwoman Teets** – thanked Kimberly Williams, PD, EMS, FD, and DPW for a very successful National Night Out event. She also brought up the Battle of the Badges baseball game at Skyland's Stadium on Friday night starting at 3:30pm.

**Mayor Le Frois** – I just wanted to add a couple of things. Since our last meeting we had concerts and movies in the park. The concert this past weekend had about 350 to 375 people. So much energy and the band was fantastic. People from all over were asking them to come back next year. They played longer and did costume changes. That was 8/9. The 7/12 concert was the 80's concert. That was also very successful. People have commented that they like the location at the College for these events. The College was very accommodating with additional accessible and handicap parking. We have one more movie on 8/22. I just wanted to point out these pamphlets that are a great resource for all the events in Town. Great job by Kimberly. DPW as well. Thank you, Michelle, for mentioning National Night Out. It was also a beautiful weather night. Not only are we competing against the Fair, but it is a national event. So other municipalities throughout the County were holding their own events. The kids loved running around. I specifically want to shout out the rescue helicopter that landed and let the kids climb in. The band was also good and everyone had a good time. Thanks to Kat for coordinating the Newton volunteers. There was also a lot of food. Thanks, Deputy Mayor, for mentioning the Barnlight Studio meeting. One of the co-founders is from Sussex County and she and her partner went to LA, did all the big things and have a lot of contacts. They are one of the exclusive scouts for Elijah Wood's entertainment company. They are looking to establish their headquarters here in Sussex County. Over the last couple of years, the State has spent a lot of time becoming Film Ready. Newton and Sparta might be the only two in Sussex County. Newton has been working for the last 18 months to become Film Ready and we have an inventory of almost 75 location sites. We have a Resolution on tonight with additional changes from the State. Good connection there. July 15<sup>th</sup>, Ice Cream with a Cop was at Newton Pool. Many cases of ice cream sandwiches were distributed. It was a very successful event with a few hundred people in attendance. The kids really

enjoyed speaking with Officer Bellis, our SRO. Townwide Garage Sale was a success with 90 properties participating. I heard from people coming from all over the County and outside looking for treasures. Thank you to Clerk's office for organizing and getting the map out. On July 28<sup>th</sup> the NFD had a successful Golf Outing. They raised about \$10,000. Very hot but well attended. On July 30<sup>th</sup>, Mr. Russo and I attended the Newton Rotary Meeting. We updated them on what's going on in the Town. It was very well received. We are considering the Town joining the Rotary and rotating who from the Town attends. They have three events upcoming. 9/11: dining to donate at Friendly's and 9/13, Farm to Table dinner fundraiser to support Homelessness Project at the Barn at the Current's property. On 9/24 they have their annual golf outing at the Newton Country Club. Check out their website and social media. On August 4<sup>th</sup> the Rotary came to our Animal Control building to do the official plaque donation for the cat condo they purchased and donated to the Town of Newton. I met the new ACO and the Chief was very complimentary of her. In her short tenure she has been able to adopt out the vast majority of the animals. Finally, I just want to recognize our own Miss Newton, Danielle Penny. She took first runner up at the Queen of the Fair contest. She was Little Miss Newton and now represents the Town as Miss Newton. A wonderful young lady.

### **UNFINISHED BUSINESS**

Mr. Ferry continued his discussion Enterprise Fleet Management. After our last conversation, you asked for additional information. We surveyed ten other municipalities and received three responses. They were all favorable. One of them was a Police Chief. We are waiting for the additional responses. I also reached out to another company, D&M, based out of TX. They are smaller and a little cheaper. I don't know if they will have bigger savings. They may not be any more competitive. I think all these companies do most things the same. I am waiting to hear back from them. I reached out to another company, Element Fleet. They said they handle bigger volume towns, like Jersey City. They don't think they would show savings for us. We have some time to decide. If you decide to do it, we need to tweak the budget to reduce the fuel, maintenance, and add in the lease payments. That would be for 2026. I think you should wait for me to hear back from D&M and revisit this in the fall.

Resolution #178-2025 –

The Resolution has been carried from 6/23/2025.

No motions. With the absence of a motion the Resolution dies.

Resolution #179-2025

The Resolution has been carried from 6/23/2025.

No motions. With the absence of a motion the Resolution dies.

### **DISCUSSION**

Jessica Caldwell from J. Caldwell & Associates described the draft Ordinance on 3-Dimensional signs in the Town of Newton. She described existing signs within the Town including Curd & Cleaver's cheese sign and Davis Cookies' mug and cookie signs. It is becoming more of a trend. We aren't unsupportive but there was feedback from various entities within the Town that thought we should have methodology to ensure they are properly sized and safe for the public. Ms. Caldwell continued to describe the different types of signs. One is a blade sign, wall mounted sign. Permitted in the T-6 district. We also have a freestanding or ground mounted sign that would be placed in front of a building. This could be in the T4 and T5 and the Special Districts. We provided sign areas and described the methodology for measuring the signs. We don't want too many signs on each building in the T-6. We can change it to one per business if you want, but there was concern it may be too cluttered. This is a good start, and you can always go back and change it. They are a bit expensive so you may not see too many right away. Ms. Caldwell explained the difference between a piece of public art and a sign indicating a business. Mayor Le Frois questioned the size of the clock versus what we are proposing. Ms. Caldwell indicated the Curd & Cleaver sign is an example of the maximum size. Mr. Couce questioned the Plaza Restaurant sign and the Marquee. They are grandfathered into the Ordinance. Mr. Butto brought up that Marquee's are not considered signs under the building code. The Council then discussed internal illumination. Mr. Russo mentioned that this Ordinance would need to be referred to the Planning Board after Introduction. Ms. Caldwell will include parameters on internal illumination in an updated draft of the Ordinance.

**ORDINANCES**

**ORDINANCE 2025-18**

**AN ORDINANCE BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF NEWTON AMENDING THE CODE OF THE TOWN OF NEWTON TO REPEAL CHAPTER 105 – FILMING; TO ADOPT A NEW CHAPTER 105 – FILMING; AND TO REPEAL CHAPTER 100, ENTITLED “FEES AND COSTS”, NAMELY, SECTION 100-8 – FILMING (CHAPTER 105); TO ADOPT A NEW CHAPTER 100, ENTITLED “FEES AND COSTS”, NAMELY, SECTION 100-8 – FILMING (CHAPTER 105)**

The aforementioned **ORDINANCE** was offered by Mr. Dickson who moved its introduction, seconded by Mrs. Diglio, and roll call resulted as follows:

Mr. Couce	Yes	Mrs. Diglio	Yes
Deputy Mayor Dickson	Yes	Mrs. Teets	Yes
	Mayor Le Frois	Yes	

**BE IT RESOLVED** by the Town Council of the Town of Newton that the above Ordinance be introduced for the first reading, with a hearing on the same to be held on Wednesday, September 10, 2025, at 7:00 pm.

**CONSENT AGENDA**

Mayor Le Frois read the following statement:

*“All items listed with an asterisk (\*) are considered to be routine and non-controversial by the Town Council and will be approved by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.”*

Mr. Russo then reviewed the consent agenda items.

**RESOLUTION #201-2025\***

**“Award of Bid for Wastewater Treatment Plant Generator Replacement Project to Rapid Pump & Meter”**

**WHEREAS**, there is a need for a wastewater treatment plant generator replacement for the Town of Newton; and

**WHEREAS**, the Town of Newton received bids for services on May 22, 2025, in a fair and open manner consistent with N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the lowest responsible bidder was determined to be Rapid Pump & Meter, with a bid in the amount of \$1,012,000.00; and

**WHEREAS**, the Newton Chief Municipal Finance Officer has certified funds will be available as per the attached certification;

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council of the Town of Newton, in the County of Sussex as follows:

Rapid Pump & Meter is hereby awarded the bid contract known as Wastewater Treatment Plant Generator Replacement Project in the amount of \$1,012,000.00.

**RESOLUTION #202-2025\***

**“Resolution Rejecting Bid Submittal for Wastewater Treatment Plant Generator Replacement Project”**

**WHEREAS**, the Town of Newton duly advertised and received responses for bid for the Wastewater Treatment Plant Generator Replacement Project for the Town of Newton on May 22, 2025, in a fair and open manner, consistent with N.J.S.A 19:44A-20.5; and

**WHEREAS**, the bid submitted by Power With Prestige did not contain a valid plumbing license or amend its bid to include this statutory subcontractor formally; and

**WHEREAS**, the bid contained the form setting forth the listing of subcontractor(s) as set forth under N.J.S.A. 40A:11-16 as a mandatory item to be submitted when required by the bid specifications; and

**WHEREAS**, Power with Prestige offered in-house certification in violation of N.J.S.A. 45:14C-1 et seq., which requires a master plumber on staff holding at least ten (10%) percent ownership in the company; and

**WHEREAS**, the New Jersey Local Public Contracts Law at N.J.S.A. 40A:11-23.2(a) mandates the Town to reject bids when:

**40A:11-23.2(d). Required mandatory items for bid plans, specification**

When required by the bid plans and specifications, the following requirements shall be considered mandatory items to be submitted at the time specified by the contracting unit for the receipt of the bids; the failure to submit any one of the mandatory items shall be deemed a fatal defect that shall render the bid proposal unresponsive and that cannot be cured by the governing body:

D. A listing of subcontractors pursuant to section 16 of P.L.1971, c.198 (C.40A:11-16)

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Newton, County of Sussex, State of New Jersey, that the bid submitted for bid for the Wastewater Treatment Plant Generator Replacement Project for the Town of Newton on May 22, 2025, by Power with Prestige is hereby rejected in accordance with N.J.S.A. 40A:11-23.2(d).

**RESOLUTION #203-2025\***

**“Resolution Authorizing the Town Manager and Municipal Clerk to Execute an Amended and Restated Deed of Easement with 69-75 Sparta Condominium Association, Inc. & Cobbler’s Loft, LLC”**

**WHEREAS**, fee title to the property located at 69-75 Sparta Avenue, Newton, New Jersey (the “Property”), also known as Tax Lot 15 (formerly 14 and 15) in Block 18.02 on the official Town of Newton Tax Maps, was conveyed to Cobblers Loft, LLC, by corrective deed, dated January 20, 2023 (correcting deed dated May 6, 2021) and recorded May 5, 2023 in Book 10245, Page 353 in the Sussex County Clerk’s Office; and

**WHEREAS**, Cobblers Loft, LLC executed a Master Deed, dated May 3, 2022, establishing the Condominium for the Property, which deed was recorded May 18, 2022 in Book 3636, Page 57 in the Sussex County Clerk’s Office (the “Declaration”); and

**WHEREAS**, the 69-75 Sparta Condominium Association, Inc. was created pursuant to the Declaration for purposes of administration, operation, and management of the Property; and

**WHEREAS**, Walker & Dunlop Commercial Property Funding, LLC (“Walker”) is the mortgagee of the Property pursuant to a Mortgage, Assignment of Leases and Rents, Fixture Filing, and Security Agreement, recorded December 10, 2021 in Book 10074, Page 730 in the Sussex County Clerk’s Office, which mortgage was assigned by Walker to BP CM Acquisition SPV, LLC (“BP CM”), by instrument dated as of June 16, 2021 and recorded August 15, 2024 in Book 10329, Page 296 and subsequently assigned by BP CM to BPCRE 2022-FL2, Ltd. by instrument, dated as of May 25, 2022 and recorded August 12, 2022 in Book 10188, Page 192 (and re-indexed by instrument recorded August 13, 2024 in Book 10328, Page 934); and

**WHEREAS**, the Town of Newton was the beneficiary of a certain pedestrian/bicycle easement located on a portion of the Property made by Sussex and Warren Holding Corp., dated June 15, 1995 and recorded June 16, 1995, in Book 2080, Page 98 in the Sussex County Clerk’s Office; and

**WHEREAS**, the pedestrian/bicycle path that was constructed on the Property following the recordation of the Easement Agreement was constructed at a different location than was provided for in the legal description of the aforementioned pedestrian/bicycle easement agreement; and

**WHEREAS**, 69-75 Sparta Condominium Association, Inc., Cobblers Loft, LLC, and the Town of Newton all agree that the current location of the pedestrian/bicycle path is acceptable and wish to amend and restate the easement agreement so as to: (1) designate the land described in Schedule A annexed to the proposed amended and restated easement agreement as the land to be subject to the easement grant, so as to conform with the actual location of the pedestrian/bicycle path; and, (2) release the land covered by the description in the original easement agreement;

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Town Council of the Town of Newton, County of Sussex, State of New Jersey that the Mayor and Town Council of the Town of Newton do hereby authorize the Town Manager and Town Clerk to execute an Amended and Restated Deed of Easement, a copy of which is annexed hereto and incorporated herein.

**RESOLUTION #204-2025\***

**“Resolution Appointing Suburban Consulting Engineers as Special Water Project Engineers for the Town of Newton for Calendar Year 2025”**

**WHEREAS**, the Town of Newton requires the services of a qualified Water Engineer for the Town of Newton for Special Water Projects on an annual basis through a contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

**WHEREAS**, Sean Canning, QPA, of the Canning Group, LLC, Newton's Qualified Purchasing Agent, has determined and certified in writing the value of the services will exceed \$17,500; and

**WHEREAS**, the anticipated term of this contract is for the 2025 calendar year; and

**WHEREAS**, the firm Suburban Consulting Engineers in the aggregate is expected to exceed the pay to play threshold of \$17,500.00; and

**WHEREAS**, Suburban Consulting Engineers has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies Suburban Consulting Engineers has not made any reportable contributions to a political or candidate committee in the Town of Newton in the previous one (1) year, and the contract will prohibit them from making any reportable contributions through the term of the contract; and

**NOW, THEREFORE BE IT RESOLVED**, the Town Council of the Town of Newton authorizes the Town Manager to enter into a contract with Suburban Consulting Engineers appointing them as Special Water Project Engineers for the 2025 calendar year; and

**BE IT FURTHER RESOLVED**, the Business Disclosure Entity Certification and the Determination of Value is on file in the Clerk's office.

**RESOLUTION #205-2025\***

**“Approve Bills and Vouchers for Payment”**

**BE IT RESOLVED** by the Town Council of the Town of Newton that payment is hereby approved for all vouchers that have been properly authenticated and presented for payment, representing expenditures for which appropriations were duly made in the 2024 and 2025 Budgets adopted by this local Governing Body, including any emergency appropriations, and where unexpended balances exist in said appropriation accounts for the payment of such vouchers.

List of Bills - CLEARING/CLAIMS

Check#	Vendor	Description	Payment	Check Total
13605	84 - ABCODE SECURITY INC.	PO 68268 B: ALARM SERVICES / Lawnwood Avenue Lice	630.00	630.00
13606	1846 - ADVANCE AUTO PARTS	PO 67047 B: Auto Supplies #6271030269	1,362.99	
		PO 68228 REPAIR TO ACO EXP	176.92	1,539.91
13607	4890 - ADVANCED CONTROL SYSTEMS	PO 66576 SCADA/PLC REPLACEMENT PROJECT	49,000.00	49,000.00
13608	4106 - ALL GAS & WELDING SUPPLY CO., INC.	PO 67458 Machinery/ Welding Disks	662.98	662.98
13609	4961 - ALYSSA ARMSTRONG	PO 68170 REIMBURSEMENT	241.17	241.17
13610	3897 - AMAZON CAPITAL SERVICES	PO 68199 PD SUPPLIES	302.52	
		PO 68200 Computer keyboard and travel case	39.51	
		PO 68201 Radio antenna coaxial connectors	39.87	
		PO 68214 Uniforms, Concession Cups, Wristbands fo	101.94	
		PO 68214 Uniforms, Concession Cups, Wristbands fo	223.53	
		PO 68226 CORD REEL/BATTERY #4981819	256.64	964.01
13611	4967 - ANDREA BRUNO-DYKSTRA	PO 68256 FACE PAINTER/TATTOO FOR NATIONAL NIGHT O	120.00	
		PO 68256 FACE PAINTER/TATTOO FOR NATIONAL NIGHT O	80.00	200.00
13612	4965 - ANIMAL CARE EQUIPMENT & SERVICES	PO 68227 ACO BITE GLOVES	242.25	242.25
13613	4728 - ASSOCIATION OF NEW JERSEY RECYCLERS INC	PO 68274 Conference to Association of NJ Recycler	35.00	35.00
13614	4026 - AUTOZONE INC.	PO 68269 Vehicle Spls cust #11108160	236.90	236.90
13615	32 - B & R UNIFORM, INC.	PO 68236 PD BADGES	818.95	818.95
13616	3087 - BASSANI POWER EQUIPMENT	PO 68235 Mower/ Tires	193.23	193.23
13617	300 - BRIGHTSPEED	PO 66999 B: LOCAL PHONE SVC A/C #310115975	1,219.10	
		PO 66999 B: LOCAL PHONE SVC A/C #310115975	2,141.00	3,360.10
13618	4043 - BSN SPORTS CO., INC.	PO 68223 Bases/ Memory Park	500.74	500.74
13619	3770 - CINTAS	PO 67343 B: FIRST AID SUPPLIES DPW/WS/TH Jan - De	165.04	
		PO 67343 B: FIRST AID SUPPLIES DPW/WS/TH Jan - De	104.47	269.51
13620	3609 - CLIFFSIDE BODY CORP.	PO 65950 Galion 103USD-9 Steel Dump Body/ ESCNJ 2	49,689.00	49,689.00
13621	2628 - CONDOR CREATIONS	PO 68060 Flags of Honor Pins 2025	517.00	517.00
13622	1632 - COOPER ELECTRIC SUPPLY CO.	PO 68252 B: TH LIGHTS ACCT #25723	138.00	138.00
13623	2375 - COUNTY OF SUSSEX ELECTIONS	PO 68267 2025 Primary Election sample Primary bal	1,030.23	1,030.23
13624	155 - COYNE CHEMICAL CORP., INC.	PO 67163 B: CP-837 ZINC @ \$1.8344/lb - Jan 1, 202	2,009.43	2,009.43
13625	4500 - CRYSTAL MOUNTAIN SPRINGS	PO 67003 B: WATER DELV acct #1483	146.82	146.82
13626	106 - ELIZABETHTOWN GAS	PO 67001 B: NATURAL GAS	103.49	
		PO 67001 B: NATURAL GAS	1,125.88	1,229.37
13627	2640 - FERGUSON ENTERPRISES LLC #3326	PO 68197 Supplies for Mason Avenue Water Project	741.69	741.69
13628	4747 - FF1 APPARATUS LLC	PO 68003 ENG #1 FIRE PUMP & EXHAUST	10,436.78	10,436.78
13629	4724 - GANNETT NEW YORK/NEW JERSEY LOCALIQ	PO 66987 B: ADVERTISING ACCT #704136	14.88	
		PO 66987 B: ADVERTISING ACCT #704136	163.06	
		PO 66987 B: ADVERTISING ACCT #704136	48.98	226.92
13630	4384 - GIBBONS P.C.	PO 68257 POOL IMPROVEMENTS ORD	475.00	475.00
13631	2313 - GRAVITY DESIGN WORKS, INC.	PO 67328 Banner for Parade	180.00	180.00
13632	2831 - HAMPTON RV SALES, INC.	PO 68270 Equip Main/Round pin to Flat Pin/ Harnes	96.95	96.95
13633	4912 - HARBOR FREIGHT	PO 68247 Equip/ Vehicle Main/ Hockey Flooring	1,133.92	1,133.92
13634	230 - HAYEK'S MARKET INC.	PO 68194 7/14/25 - Working lunch	10.27	
		PO 68194 7/14/25 - Working lunch	19.08	
		PO 68244 7/22/25 - Working lunch	30.56	
		PO 68244 7/22/25 - Working lunch	16.45	
		PO 68281 7/28/25 - Working lunch	36.17	
		PO 68281 7/28/25 - Working lunch	19.47	132.00
13635	4337 - HFE SERVICES LLC	PO 66913 NEW LAPTOP - HR	1,324.00	
		PO 67297 B: COMPUTER TECH IT SVC'S (NOT TO EXC	1,441.08	
		PO 68255 Office 365 One Year Subscription 5/7/202	300.00	3,065.08
13636	1866 - HOME DEPOT, INC.	PO 68225 ACO FRIDGE	219.00	
		PO 68259 VENDOR MARKOUT SUPPLIES	10.66	
		PO 68259 VENDOR MARKOUT SUPPLIES	7.10	236.76
13637	4480 - HUNTON, BARBARA	PO 68216 Reimbursement for Staff Lunch and Sam's	209.30	209.30
13638	4959 - IIA FIRE DEPARTMENT TESTING	PO 68239 ANNUAL HOSE/LADDER TESTING	5,997.41	5,997.41
13639	69 - INST FOR FORENSIC PSYCHOLOGY, INC.	PO 68253 FITNESS EVAL	2,500.00	2,500.00
13640	4887 - IRON MOUNTAIN MECHANICAL LLC	PO 66525 TOWNHALL HVAC	431,526.10	431,526.10
13641	332 - J & D SALES & SERVICE, LLC.	PO 67155 WATER RECYLC MAINT RENEW 1/2025 - 12/202	250.00	250.00
13642	3235 - J. CALDWELL & ASSOCIATES, LLC.	PO 68190 June services for intensive level survey	1,387.50	1,387.50
13643	113 - JERSEY CENTRAL POWER & LIGHT, INC.	PO 66993 B: ELECTRIC BLDG'S & STREET LIGHTING	7,066.49	
		PO 66994 B: W/S ELECTRIC	14,593.90	
		PO 66995 B: EV CHARGING STATION	3,246.98	24,907.37

List of Bills - CLEARING/CLAIMS

Check#	Vendor	Description	Payment	Check Total
13644	3644 - JOHNNY ON THE SPOT, LLC.	PO 67250 B: PORT-A-JOHNS TWN EVENTS	225.00	
		PO 67250 B: PORT-A-JOHNS TWN EVENTS	229.50	454.50
13645	4359 - KATIES HOUSE INC	PO 68264 Ad in 2025 Katie's House Sock Hop Event	35.00	
		PO 68264 Ad in 2025 Katie's House Sock Hop Event	65.00	100.00
13646	2569 - KIEFFER ELECTRIC, INC.	PO 68251 WTP/ Rpr Air Conditioning/ Restored Powe	1,275.00	
		PO 68280 Electrical Repairs/ Rpr Tripped Light Po	1,979.58	3,254.58
13647	3711 - KKPR MARKETING & PUBLIC RELATIONS,	PO 66984 B: PUBLIC RELATIONS & SPECIAL EVENTS MAR	1,650.00	1,650.00
13648	4779 - KNOX ASSOCIATES INC	PO 67830 KNOX CLOUD LICENSE	721.00	721.00
13649	3925 - LANG, DIANE	PO 68204 Virtual Workshop - Positive Psychology	175.00	
		PO 68204 Virtual Workshop - Positive Psychology	325.00	500.00
13650	4962 - LANGUAGE TODAY LLC	PO 68276 Q'eqchi Interpretation Services	300.00	300.00
13651	2300 - LOWE'S , INC.	PO 68233 Roller Hockey/ Repair Flooring	269.72	269.72
13652	1566 - MAIN POOL & CHEMICAL COMPANY, INC.	PO 67159 B: Liq Sodium Hydroxide (\$23,540. @ \$4.2	2,354.00	
		PO 67160 B:Liq Sodium Carbon. 15% (\$123,300 @ \$1.	5,069.00	
		PO 67253 B: Liq Sodium Hypochlorite (\$29,250 @ \$3	2,145.00	
		PO 67956 B: POOL CHEMICALS	3,875.20	13,443.20
13653	409 - MINISINK PRESS INC	PO 68096 ENVELOPES - Multiple Departments	69.50	
		PO 68096 ENVELOPES - Multiple Departments	208.50	278.00
13654	1613 - MITCHELL HUMPHREY INC.	PO 68246 MAINT FEE - MH SOFTWARE SOLUTIONS 9/1/25	2,850.00	2,850.00
13655	53 - MONTAGUE TOOL & SUPPLY, INC.	PO 68075 18" CHAIN SAW (4)	1,773.56	1,773.56
13656	3339 - MUNI CLERKS ASSO OF NJ	PO 68192 T. Oswin 2026 Membership Renewal	100.00	100.00
13657	3847 - NAPA	PO 68272 FLEET PURCHASE/ Pig Pads	209.29	209.29
13658	4722 - NATIONAL HIGHWAY PRODUCTS, INC.	PO 68196 PED SIGNS QUOTE #032052	2,600.00	2,600.00
13659	4917 - NATIONAL BULB RECYCLING CORP	PO 68232 Recycling Collection: Lightbulb Disposal	784.42	784.42
13660	1638 - NEW JERSEY WATER ASSOCIATION	PO 68213 2025 NJWA Annual Conference October 22-2	740.00	740.00
13661	170 - NEWTON BOARD OF EDUCATION	PO 68241 SCHOOL TAX (JULY-DEC) 2025 -	1,441,421.34	1,441,421.34
13662	2456 - NIELSEN FORD	PO 68273 Trailer Brake Control for Truck #/ Truck	295.00	295.00
13663	4655 - NISIVOCCIA LLP	PO 64985 B: MUNICIPAL AUDITOR	11,000.00	
		PO 64985 B: MUNICIPAL AUDITOR	2,000.00	13,000.00
13664	1621 - NJ DIV ALCOHOL BEVERAGE CONTR	PO 68242 2025-2026 ABC License Renewals Maintenanc	36.00	36.00
13665	311 - NJLM	PO 68254 2025 Annual Conference in Atlantic City	700.00	
		PO 68254 2025 Annual Conference in Atlantic City	100.00	800.00
13666	4681 - NORTHEAST COMMUNICAITONS INC.	PO 67803 DRONE CABINET cust #NO121PD	8,500.00	
		PO 67803 DRONE CABINET cust #NO121PD	2,428.65	
		PO 68013 KVM SWITCHES	2,522.82	13,451.47
13667	4938 - NUTRIEN SOLUTIONS, INC.	PO 67642 Parks/ Fields/ Grass Seed/ MCCPC #42/ Ca	3,300.00	3,300.00
13668	4350 - NW FINANCIAL GROUP LLC	PO 68202 REDEVELOPMENT	528.75	528.75
13669	4656 - PAULUS, SOKOLOWSKI & SARTOR LLC	PO 65709 MORRIS LK BLOWOFF DAM	430.00	
		PO 66247 SCADA/PLC REPLACEMENT PROJECT	410.00	
		PO 66876 SAND FILTER REHAB SAND FILTER	4,615.33	
		PO 66979 B: ALTERNATE SEWER ENGINEER	1,687.50	
		PO 67620 WWTG GENERATOR REPLACEMENT PROJECT BID &	3,237.50	
		PO 68209 PUMP STATION CONSOLIDAITON	6,327.50	16,707.83
13670	64 - PELLOW, HAROLD & ASSO, INC.	PO 66977 B: WATER ENGINEER (not to exceed \$55,000	1,087.50	
		PO 68206 May services	145.00	
		PO 68207 May Services - Quantum Realm	833.75	
		PO 68208 May services	72.50	
		PO 68217 MAY ENGINEERING	1,969.01	
		PO 68217 MAY ENGINEERING	1,178.25	5,286.01
13671	64 - PELLOW, HAROLD & ASSO, INC.	PO 68243 MAY ENGINEERING	72.50	
		PO 68243 MAY ENGINEERING	2,363.90	
		PO 68243 MAY ENGINEERING	1,987.50	4,423.90
13672	4945 - PENNYROSE COFFEE CORP	PO 68191 7/10/25 - Working Lunch	29.34	
		PO 68191 7/10/25 - Working Lunch	54.50	83.84
13673	2788 - PENTELEDATA	PO 66997 B: INTERNET -DPW & STP (2 modems)	159.95	
		PO 66997 B: INTERNET -DPW & STP (2 modems)	159.95	319.90
13674	4708 - PHILLIPS PREISS GRYGIEL LEHENY HUGHES LL	PO 68262 R&D NETWORKS	2,758.75	2,758.75
13675	4204 - PLANET NETWORKS INC.	PO 67254 B: Internet Access: Jan - Dec 2025- OEM	299.85	
		PO 68249 Upgrade Technology/ Cameras/ Trespassing	7,512.12	7,811.97
13676	2753 - PORTER LEE CORPORATION	PO 68240 SCANNER LABELS/RIBBON	231.01	231.01
13677	2212 - PROCESS TECH SALES AND SERVICE	PO 68033 WATER PLANT TURBIDITY PM/Service - Tarif	2,892.66	
		PO 68248 WATER PLANT TURBIDITY PM/Service July 8,	1,664.00	4,556.66
13678	4126 - PROFESSIONAL CONSULTING INC.	PO 68245 SEWER ENGINEER -JUNE	4,092.00	

List of Bills - CLEARING/CLAIMS

Check#	Vendor	Description	Payment	Check Total
13679	4273 - QUADIENT INC.	PO 68245 SEWER ENGINEER -JUNE	16,550.00	20,642.00
13680	61 - S K OFFICE SUPPLY INC.	PO 66982 B: POSTAGE MACH LEASE CUST #89936	486.00	486.00
13681	3660 - SCHENCK, PRICE, SMITH, & KING, LLP	PO 66985 B: SHREDDING	230.00	230.00
13682	611 - SEBRING AUTO PARTS, INC.	PO 66976 B: TAX APPEAL ATTORNEY & SPECIAL CONFLIC	10,306.70	10,306.70
13683	3674 - SPARTA TOWNSHIP	PO 67321 B: Auto Spls/Rprs	99.91	99.91
13684	316 - SPARTA TOWNSHIP TAX COLLECTOR	PO 68266 Permits for WTP/Morris Lake Chemical Sto	741.00	741.00
13685	4947 - STAND OUT SPORTS & APPAREL LLC.	PO 68277 3rd & 4Tth QTR's 2025 PROP TAX MORRIS LA	19,029.14	19,029.14
		PO 68175 Uniforms DPW/ Water Sewer Contractual	252.50	
		PO 68175 Uniforms DPW/ Water Sewer Contractual	145.00	397.50
13686	2257 - STAPLES	PO 68152 B: PD OFFICE SUPPLIES	329.23	
		PO 68152 B: PD OFFICE SUPPLIES	314.16	
		PO 68195 PD GO BAGS #24634521	2,374.99	3,018.38
13687	4144 - SUBURBAN CONSULTING ENGINEERS, INC.	PO 66970 B: SEWER ENGINEER	3,423.75	
		PO 67621 SPARTA AVE PUMP STATION TOPOGRAPHIC SURV	5,341.45	
		PO 67622 MORRIS LK WTP CLEARWELL & HIGH ST WATER	5,098.50	
		PO 67623 MORRIS LK CHEM RM REHAB & SCADA IMPROVEM	980.00	
		PO 67632 CONVEYANCE STSTEM IMPROVEMENTS PHASE i S	16,521.25	
		PO 67835 WWTP GENERATOR IMPROVEMENTS NJIB REPORTI	838.75	
		PO 67925 MERRIAM AVE & SUSSEX ST PUMP STATION CON	2,051.25	
		PO 67938 SPARTA AVE PUMP STATION NJIB REPORTING	453.75	34,708.70
13688	4144 - SUBURBAN CONSULTING ENGINEERS, INC.	PO 67939 DIGESTER NJIB REPORTING	1,261.25	
		PO 68028 MEMORY PARK ATHLETIC FIELD IMPROVEMENTS	11,576.25	
		PO 68041 B: ENGINEERING DESIGN MOORES BROOK [F	11,896.35	24,733.85
13689	572 - SUSSEX COUNTY CLERK	PO 68212 Primary Election Costs-6/2025	2,907.65	2,907.65
13690	3863 - SUSSEX COUNTY COMM COLLEGE FOUNDATI	PO 68263 Ad in 2025 Al Dorso Event	195.00	
		PO 68263 Ad in 2025 Al Dorso Event	105.00	300.00
13691	4966 - TOMAHAWK LIVE TRAP LLC	PO 68237 ACO BITE GLOVES Q-35489	543.00	543.00
13692	2880 - TRACTOR SUPPLY	PO 68229 Vegetative Killer	182.55	182.55
13693	367 - TREASURER, STATE OF NEW JERSEY	PO 68203 MARR LICENSES 3RD QTR (13)	325.00	325.00
13694	4328 - TREE KING INC.	PO 67875 Tree Removal: Hazard at WWTP	2,625.00	
		PO 68085 Tree Removal - Town property/ Corner of	800.00	3,425.00
13695	1280 - VERIZON WIRELESS, INC.	PO 66991 B: CELL PHONE ACCT #882571077-0001	266.93	
		PO 66991 B: CELL PHONE ACCT #882571077-0001	3,444.18	3,711.11
13696	2635 - W.B. MASON, INC.	PO 68221 Lable Tape	23.10	23.10
13697	217 - W.E. TIMMERMAN COMPANY, INC.	PO 65945 Elgin Pelican Sweeper/ CoOp #ESCNJ 23/24	352,258.32	
		PO 68231 SWEEPERS PARTS/ Cylinders and Rings	1,507.27	353,765.59
13698	1500 - WALMART	PO 67859 B: ACO KENNEL/MED SUPPLIES	289.58	
		PO 68224 Concessions Items, Office Supplies, Swim	1,249.64	
		PO 68224 Concessions Items, Office Supplies, Swim	669.62	
		PO 68230 Security Monitor for WTP	266.38	
		PO 68260 Christmas in July	238.34	2,713.56
13699	1144 - WEINER LESNIAK	PO 68189 June services	180.00	180.00
13700	633 - WEIS MARKETS, INC.	PO 68215 Ice Cream for Ice Cream with a Cop Event	107.88	107.88
13701	3080 - WINGLE SUPPLY COMPANY INC.	PO 68275 Pipe for Stormwater Compliance/ Repair s	733.36	733.36
13702	4606 - WINOWSKI RICHARD	PO 68187 Music for Pool	250.00	250.00
	TOTAL			2,625,759.06

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-200	TOWN MANAGER'S OFFICE - OTHER EXPENSES	4,830.30			
01-201-20-105-200	HUMAN RESOURCE - OTHER EXPENSES	69.50			
01-201-20-110-200	TOWN COUNCIL - OTHER EXPENSES	250.00			
01-201-20-120-200	TOWN CLERK'S OFFICE - OTHER EXPENSES	785.06			
01-201-20-121-200	ELECTIONS - OTHER EXPENSES	3,937.88			
01-201-20-130-200	FINANCE ADMINISTRATION - OTHER EXPENSES	30.00			
01-201-20-150-200	ASSESSMENT OF TAXES - OTHER EXPENSES	60.00			
01-201-20-155-200	LEGAL SERVICES - OTHER EXPENSES	10,306.70			
01-201-20-165-200	ENGINEERING - OTHER EXPENSES	1,430.01			
01-201-20-175-200	HISTORIC COMMISSION - OTHER EXPENSES	1,457.00			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-21-180-200	PLANNING BOARD - OTHER EXPENSES	3,918.75			
01-201-21-181-200	COMMUNITY DEVELOPMENT - OTHER EXPENSES	60.00			
01-201-22-196-200	CODE ENFORCEMENT - OTHER EXPENSES	1,750.00			
01-201-25-240-200	POLICE DEPARTMENT - OTHER EXPENSES	10,637.92			
01-201-25-250-200	COMMUNICATIONS CENTER - OTHER EXPENSES	3,194.62			
01-201-25-252-200	EMERGENCY MANAGEMENT - OTHER EXPENSES	439.38			
01-201-25-255-200	FIRE DEPARTMENT - OTHER EXPENSES	7,770.97			
01-201-26-290-200	ROAD REPAIR & MAINT - OTHER EXPENSES	5,047.17			
01-201-26-298-200	STORMWATER/FLOOD CONTROL - OTHER EXPENSE	980.86			
01-201-26-305-200	RECYCLING/SANITATION - OTHER EXPENSES	784.42			
01-201-26-310-200	BUILDINGS & GROUNDS - OTHER EXPENSES	1,236.45			
01-201-26-315-200	VEHICLE MAINTENANCE - OTHER EXPENSES	15,050.48			
01-201-27-340-200	ANIMAL CONTROL - OE	807.19			
01-201-28-370-200	RECREATION - OTHER EXPENSES	757.00			
01-201-28-371-200	SWIMMING POOL - OTHER EXPENSES	5,387.67			
01-201-28-375-200	PARKS & PLAYGROUNDS - OTHER EXPENSES	4,176.52			
01-201-31-460-200	UTILITY EXP/BULK PURCH - OTHER EXPENSES	19,463.91			
01-201-43-490-200	MUNICIPAL COURT - OTHER EXPENSES	300.00			
01-201-44-900-000	CAPITAL IMPROVEMENTS - OTHER EXPENSES	2,257.90			
01-203-20-105-200	(2024) HUMAN RESOURCE - OTHER EXPENSES		1,324.00		
01-203-20-135-200	(2024) FINANCE ADMINISTRATION - AUDIT SERVICES		2,000.00		
01-203-26-305-200	(2024) RECYCLING/SANITATION - OTHER EXPENSES		35.00		
01-207-55-000-000	DUE NEWTON BOE - SCHOOL TAX PAYABLE			1,441,421.34	
01-221-55-000-001	DUE S/NJ - MARRIAGE LICENSE FEES			325.00	
01-260-05-100	DUE TO CLEARING			0.00	1,552,283.00
<b>TOTALS FOR</b>	<b>CURRENT FUND</b>	<b>107,177.66</b>	<b>3,359.00</b>	<b>1,441,746.34</b>	<b>1,552,283.00</b>
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04-215-55-908-000	ORD 2022-13 SIDEWALKS RT 206/WATER ST			507.50	
04-215-55-913-000	ORD 22-21 amendORD 20-10 MEM PK ORD 23-2 NJIB			23,472.60	
04-215-55-918-000	ORD 2023-7 VAR CAP IMP.			487.22	
04-215-55-926-000	ORD 2024-11 VAR CAP IMP			322,935.45	
04-215-55-930-000	ORD 2024-18 HVAC, SUPP ORD 24-11			49,938.52	
04-215-55-933-000	ORD 2024-30 HVAC SUPPL TO ORD 24-11 & 18			59,105.38	
04-215-55-934-000	ORD 2025-06 MEMORY PARK BOARDWALK			72.50	
04-215-55-936-000	VARIOUS POOL IMPROVEMENTS			489.88	
04-260-05-100	Due to Clearing			0.00	457,009.05
<b>TOTALS FOR</b>	<b>GENERAL CAPITAL</b>	<b>0.00</b>	<b>0.00</b>	<b>457,009.05</b>	<b>457,009.05</b>
=====					
08-215-55-903-000	ORD 2020-7 DIGESTER & PRI SLUDGE PUMP-NJIB			1,261.25	
08-215-55-910-000	ORD 2023-3 SPARTA AVE PS - NJIB			5,795.20	
08-215-55-912-000	ORD 2023-8 WATER IMP NJIB			51,673.00	
08-215-55-913-000	ORD 2023-11 SEWER IMP. NJIB			19,705.50	
08-215-55-916-000	ORD 2023-17 MORRIS LK GATE H. FF			257.85	
08-215-55-918-000	ORD 2024-8 VAR WS IMP.			913.84	
08-215-55-919-000	ORD 2024-9 VAR WS IMP. FF			1,987.50	
08-215-55-920-000	ORD 2024-10 VARIOUS WS VEHICLE ACQUISITIONS			401,947.32	
08-215-55-921-000	ORD 2024-25 WATER IMP amend Ord 2023-08 NJIB			5,098.50	
08-215-55-923-000	ORD 2025-05 SUPPL APPROP VAR SEWER IMP-NJIB			29,153.08	
08-260-05-100	DUE TO CLEARING			0.00	517,793.04
<b>TOTALS FOR</b>	<b>WATER/SEWER UTILITY CAPITAL</b>	<b>0.00</b>	<b>0.00</b>	<b>517,793.04</b>	<b>517,793.04</b>
=====					
09-201-56-501-200	W&S OPERATING - TOTAL OTHER EXPENSES	68,869.72			
09-201-60-512-000	W&S CAP IMPROVE - CAPITAL OUTLAY	7,512.12			
09-203-56-501-200	(2024) W&S OPERATING - TOTAL OTHER EXPENSES		11,000.00		
09-260-05-100	DUE TO CLEARING			0.00	87,381.84
<b>TOTALS FOR</b>	<b>WATER/SEWER UTILITY</b>	<b>76,381.84</b>	<b>11,000.00</b>	<b>0.00</b>	<b>87,381.84</b>
=====					
31-260-05-100	DUE TO CLEARING			0.00	11,292.13
31-286-56-102-000	ENGINEER REVIEW FEES			1,231.25	
31-287-56-107	RES RECREATION (ALL)			1,560.88	
31-287-56-126	RESERVE FOR POLICE DONATIONS - GUNNAR BIGLEY			8,500.00	
<b>TOTALS FOR</b>	<b>TRUST</b>	<b>0.00</b>	<b>0.00</b>	<b>11,292.13</b>	<b>11,292.13</b>

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
Total to be paid from Fund 01	CURRENT FUND	1,552,283.00			
Total to be paid from Fund 04	GENERAL CAPITAL	457,009.05			
Total to be paid from Fund 08	WATER/SEWER UTILITY CAPITAL	517,793.04			
Total to be paid from Fund 09	WATER/SEWER UTILITY	87,381.84			
Total to be paid from Fund 31	TRUST	11,292.13			
		2,625,759.06			

Checks Previously Disbursed

13601	BRODHECKER FARM, LLC.	Multiple:	5,580.00	7/15/2025
13602	JET VAC EQUIPMENT, LLC	PO# 65946 900-ECO Truck Mounted Combo w/acce	565,125.75	7/15/2025
13603	ATLANTIC COMFORT SYSTEMS	PO# 68188 Remove and Replace Air Conditionin	11,600.00	7/17/2025
13604	NEWTON FIRE DEPARTMENT	Multiple:	750.00	7/28/2025
250159	JP MORGAN CHASE BANK	23' GO BONDS	291,125.00	7/14/2025
252058	PUBLIC EMPLOYEE RETIRE SYSTEM	PERS to state -JULY	20,000.00	7/25/2025
252059	POLICE & FIRE RETIREMENT SYSTEM	PFRS to State -JULY	24,000.00	7/25/2025
			918,180.75	

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 CURRENT FUND	303,212.50	1,552,283.00	1,855,495.50
Fund 04 GENERAL CAPITAL	1,605.00	457,009.05	458,614.05
Fund 08 WATER/SEWER UTILITY CAPITAL	565,125.75	517,793.04	1,082,918.79
Fund 09 WATER/SEWER UTILITY	262.50	87,381.84	87,644.34
Fund 20 PAYROLL	44,000.00		44,000.00
Fund 27 ANIMAL TRUST	3,975.00		3,975.00
Fund 31 TRUST		11,292.13	11,292.13
<b>BILLS LIST TOTALS</b>	<b>918,180.75</b>	<b>2,625,759.06</b>	<b>3,543,939.81</b>

Mayor Le Frois asked if any member of the Council would like to pull a Resolution for discussion or to be removed from consent.

Mrs. Teets made a motion to approve the **COMBINED ACTION RESOLUTIONS**, it was seconded by Mrs. Diglio and roll call resulted as follows:

Mr. Couce (abstain check #13675)	Yes	Deputy Mayor Dickson	Yes
Mrs. Diglio	Yes	Mrs. Teets	Yes
	Mayor Le Frois	Yes	

**OPEN TO THE PUBLIC**

Mayor Le Frois opened the meeting to the public. With no public stepping forward, Mayor Le Frois closed the open portion.

**COUNCIL & MANAGER COMMENTS**

Mr. Russo mentioned that Town Hall will close at 3pm on Friday, August 29<sup>th</sup> and will be closed on Monday September 1<sup>st</sup> for Labor Day. He also mentioned the Meet and Greet event scheduled on September 3<sup>rd</sup> at 5pm at the Town Pool. He thanked the Council for the opportunity to serve and start his 18<sup>th</sup> year becoming the longest serving Town Manager in the Town of Newton.

Mayor Le Frois mentioned the Property Tax Relief Session scheduled for August 13<sup>th</sup> at Town Hall. She also noted there is a Planning Board meeting scheduled for August 20<sup>th</sup>. The Mayor also enjoyed the meeting and tour of SCCC. Enrollment is up 6% for the fall.

**EXECUTIVE SESSION**

Mayor Le Frois read the following statement "in accordance with the Open Public Meetings Act, notice of this Special Closed Session meeting was given to the two newspapers of record and posted on the official bulletin board on January 3, 2025."

Upon motion by Mrs. Teets and second by Deputy Mayor Dickson and unanimously carried, the Council entered Executive Session at 7:55pm. Mr. Bernstein stated the Governing Body shall be meeting with its Redevelopment Counsel of the DeCotiis firm as well as with an Advisor from NW Financial, the Town attorney, and the CMFO. All members of the Governing Body present at the commencement of the Executive Session are present at the re-commencement of the Executive Session. No formal action will be taken except the motion to return to the open session.

Mrs. Teets made a motion to exit the Executive Session, it was seconded by Mrs. Diglio and unanimously carried, Council exited Executive Session at 8:18pm.

**ADJOURNMENT**

August 11, 2025

There being no further business to be conducted, upon a motion by Mrs. Teets seconded by Deputy Mayor Dickson and unanimously carried, the regular meeting was adjourned at 8:19pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathryn Alcock". The signature is written in a cursive, flowing style.

Kathryn E. Alcock, RMC  
Deputy Municipal Clerk