

**** WORKSHOP AGENDA ****

May 25, 2011

6:30 P.M.

Work Session of the Mayor and Council of the Borough of Englishtown, 15 Main Street, Englishtown, New Jersey 07726.

1. Meeting Called to Order and Roll Call
2. Discussion Items:
 - Snow Removal Procedure amendments
 - Property Acquisition Update: Block: 25, Lot: 20, 17 Main Street
 - LaSatta Avenue/Stamford Square Safety Concern
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:30 P.M.

Roll Call: Present: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker
Absent: * C/Wojyn (arrives at 6:35)

Also present were Peter Gorbatuk, Municipal Clerk, Laurie Finger, Borough Administrator and Joseph Youssouf, Borough Attorney.

Discussion Items:

Snow Removal Procedure Amendments

- The following items were discussed. Further discussion is still needed:
 - Vacations are not to be taken during the winter months of November – March;
 - Meal allowances of \$50.00 (taken from the personnel manual) be reduced to \$35.00.

Property Acquisition Update – 17 Main Street

- Attorney Youssouf said he contacted Certified Valuations for a quote to do an appraisal and is awaiting a response. Advises bonding should be for no more than 10 - 15 years.
- C/Carr asked if we knew which direction the contamination from the Sovereign property is flowing and will it affect the subject property? Clerk to call the ELM Group for this information.

LaSatta Avenue/Stamford Square Safety Concerns

- Memo received from Sgt. Cooke explaining safety concerns on LaSatta Avenue/ Stamford Square. Mayor Reynolds would like the Borough Engineer to comment on this and would like the Planning Board Secretary Celia Hecht to also be advised of the memo.

Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Robilotti, seconded by C/Carr. Passed unanimously. The time being 7:00 P.M.

7:30 P.M.

Regular Meeting of the Mayor and Council of the Borough of Englishtown, 15 Main Street, Englishtown, New Jersey 07726.

1. Meeting Called to Order and Roll Call
2. Statement of Compliance with Sunshine Law
3. Moment of Silence and Salute to the Flag
4. National Police Month
 - Presentation of Awards
5. Approval of Minutes – April 25, 2011 & May 9, 2011
6. Committee Reports
7. Correspondence
8. Borough Administrator/CFO Report
9. Open Public Portion/Limited to Agenda Items Only
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
10. New Business:
 - A. Resolution No. 2011-103
Appointment of Rabies Clinic Workers
 - B. Resolution No. 2011-104
Authorizing Services Over \$800
Annual Avaya Maintenance Contract
 - C. Resolution No. 2011-105
Authorizing Services Over \$800
Police Dept. – 2006 Ford Crown Victoria Vehicle Repair
 - D. Resolution No. 2011-106
Authorizing Purchases Over \$800
Reimbursement to Fire District for Fire Prevention Imaging Camera

- E. Resolution No. 2011-107
Authorizing Purchases Over \$800
Water Plant – Calcium Hypochlorite Briquettes

 - F. Resolution No. 2011-108
Authorizing Services Over \$800
Police Dept. – 2005 Ford Crown Victoria Vehicle Repair

 - G. Resolution No. 2011-109
Authorizing Redemption of Tax Sale Certificate

 - H. Resolution No. 2011-110
Authorizing Approval of Department Requisitions

 - I. Resolution No. 2011-111
Authorizing Payment of Borough Bills
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- 11. Public Portion
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.

 - 12. Executive Session – Contract Negotiation

 - 13. Executive Session – Lieutenant Position

 - 14. Adjournment

The meeting was called to order by Mayor Reynolds at 7:00 P.M.

Roll Call: Present: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
Absent: None

Also present were Peter Gorbatuk, Municipal Clerk, Laurie Finger, Borough Administrator and Joseph Youssouf, Borough Attorney.

Mayor Reynolds stated pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. Thus this meeting tonight is deemed in compliance with the Open Public Meetings Act.

There was a moment of silence and salute to the flag.

Presentation of the Police awards has been moved to later in the meeting.

Approval of Minutes –

Addition to April 25, 2011 minutes; Resolution No. 2011-090 - C/Carr voices opposition to 2011 Budget increase.

There being no additional corrections, deletions or additions, a motion to approve the Minutes of April 25, 2011 was offered by C/Robilotti and seconded by C/Wojyn. Passed on the following roll call:

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Wojyn
 Nays: None
 Abstain: C/Rucker
 Absent: None

There being no corrections, deletions or additions, a motion to approve the Minutes of SM May 9, 2011 was offered by C/Robilotti and seconded by C/Wojyn. Passed on the following roll call:

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
 Nays: None
 Abstain: None
 Absent: None

Committee Reports

Public Utilities

Councilwoman Krawiec reports:

- Hydrant flushings are complete with no issues.
- Water Superintendent Jim Mastrokalos is planning for the purchase of some new analytical and misc. equipment for the Water Plant under his capital budget.

Code Enforcement, Public Health, Welfare & Public Events

Councilwoman Cooke reports:

- May 14th Street Party was not well attended due to the inclement weather, but all worked out well. Thank you to the Fire Department for the use of the tables and chairs. Especially thanked all those who volunteered: Christine Robbins, Celia Hecht, Rosemary O'Donnell, Jeanne Keevins, C/Robilotti, C/Wojyn, Brian Robbins, Joey Barbato. DPW worker Wayne Krawiec was slightly injured and is now doing better.

Administration, Finance & Personnel

Councilman Wojyn reports:

- On May 9th, BA observed the oral exam and interview conducted by JPM for the completion of the Police Lt. promotion process.
- The 2010 Audit is complete and will be distributed next week. A presentation will be scheduled for the June 22nd meeting.
- Next steps for June, impending roll out of computer servers for the Borough Police Department and Administrative Office.

Public Safety

Councilwoman Robilotti reports:

- April and May Police Activity Report.

Legislative, Insurance & Licenses

Councilwoman Carr reports:

- ABC Liquor license renewals have gone out to our existing licensees.
- Trees on Main Street have a green moss growing on them. It has been determined to be lichens and is no harm to the trees.
- Reads aloud correspondence received from the Department of Labor & Workforce informing the Borough that Hair Systems of Englishtown received a \$50,000 grant for customized training.
- We need to know the full cost of what is needed for ice/cold water rescue to cover ice-skating, or just an everyday accident on Lake Weamaconk. Since our insurance company does not prohibit ice-skating we should look into that and other activities to utilize our Lake. Clerk will check with Gordons Corner Fire Department to inquire what equipment other municipalities have.

Public Buildings & Grounds

Councilman Rucker reports:

- The four way stop signs were installed and DPW is painting the necessary lines to cut down on the cost.
- A thank you to Maryanne and Wayne Krawiec for their generous Memorial Day flower donation to the town.

Correspondence

Peter Gorbatuk, Municipal Clerk reports:

- Asks Mayor and Council if they would like NJLM resolution titled “Fair Distribution of State Aid for Education” on the next meeting agenda. Mayor asks that it be copied and given to each council member for review and it can be discussed at the next meeting.
- Primary Election is June 7th. Polls open from 6:00 am – 8:00 pm.

Borough Administrator/CFO Report

Laurie Finger reports:

- Previously sent e-mail to Mr. Collins, “Live Where You Work Program”, back on April 1st and today received a reply. All we would have to do is sign the agreement and spend approximately \$575.00 for the printing of 5,000 brochures.

C/Carr says there is another program out there to help people who have been unemployed for less than a year. Will forward information to administration office.

- Proposed a multi purpose bond ordinance for 3 projects to save on costs. The three projects would be the Police SUV, roof repairs for the Municipal building and Water Plant, and computers/servers for the Borough.

Public Portion – Agenda Items

Mayor Reynolds opens the floor to the public for discussion limited to agenda items only.

Wayne Krawiec, LaSatta Ave. resident – comments that the trees on Main Street have either lifted, or cracked 20 sidewalks due to the root systems.

C/Carr said the County would come out and trim the trees/cut the root system and possibly repair or replace the sidewalk.

Mayor Reynolds states the repair/replacement of sidewalks is the homeowner’s responsibility.

Kathy Bien, Main St. resident – comments that if the County pays for those sidewalks, she wants hers to be paid for also.

C/Carr said perhaps the Borough Engineer could apply to DOT for sidewalk grant money.

There being no further questions or comments, a motion to close the public portion was offered by C/Robilotti and seconded by C/Carr. Passed unanimously.

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-103**

APPOINTMENT OF RABIES CLINIC WORKERS

WHEREAS, there is a need within the Borough of Englishtown for the position of Rabies Clinic Worker; and

WHEREAS, it is the wishes of the Governing Body to fill said position.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey as follows:

1. Borough Employees, Christine Robbins, Celia Hecht, and Jeanne Keevins are hereby appointed as Rabies Clinic Workers for the Rabies Clinic to be held June 14, 2011.
2. Each Rabies Clinic Worker will be paid \$50.00 for said clinic.

BE IT FUTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer, Christine Robbins, Celia Hecht, and Jeanne Keevins.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
 Nays: None
 Abstain: None
 Absent: None

Services From: Englishtown Automotive, Inc.
 14 Tennent Avenue
 Englishtown, N.J. 07726

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Robilotti

Seconded By: C/Cooke

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
 Nays: None
 Abstain: None
 Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-106**

AUTHORIZATION OF PURCHASES OVER \$800

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$800.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Englishtown Fire District – Reimbursement for Fire Prevention Imaging Camera - \$1500.00

Services From: Englishtown Fire District
 3 South Main Street
 Englishtown, N.J. 07726

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Robilotti

Seconded By: C/Carr

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
 Nays: None
 Abstain: None
 Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-107**

AUTHORIZATION OF PURCHASES OVER \$800

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$800.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Water Plant – Calcium Hypochlorite Briquettes - \$1,118.00

Services From: G.P. Jager & Associates, Inc.
10 Bradley Lane
Montvale, N.J. 07645

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Krawiec

Seconded By: C/Robilotti

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-108**

AUTHORIZATION OF SERVICES OVER \$800

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$800.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Police Dept. – 2005 Ford Crown Victoria Vehicle Repair - \$2,488.00

Services From: Englishtown Automotive, Inc.
14 Tennent Avenue
Englishtown, N.J. 07726

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By: C/Robilotti

Seconded By: C/Carr

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-109**

AUTHORIZING REFUND OF TAX SALE CERTIFICATE

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trade Money LLC 29 Palisades Road Old Bridge, N.J. 08857:

Tax Sale Certificate No. 10-00006
Block 6, Lot 14.16 c16
16 Oxford Court
in the amount of \$63.86

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, and State of New Jersey that it hereby authorizes payment in the amount of \$63.86 to Trade Money LLC 29 Palisades Road Old Bridge, N.J. 08857.

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-110**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE APPROVAL OF DEPARTMENT REQUISITIONS**

WHEREAS, the Mayor and Council have carefully examined all requisitions presented to the Borough for the processing into purchase orders; and

WHEREAS, after due consideration of the said requisitions, the Mayor and Council have approved processing of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. The said approved requisitions amounting to the sum of \$71,201.15 are hereby authorized to be processed into purchase orders on May 25, 2011.
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said requisitions hereby authorized to be processed into purchase orders.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-111**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

WHEREAS, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

WHEREAS, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, as follows:

1. The said approved vouchers amounting to the sum of \$802,867.33 are hereby authorized to be paid on May 25, 2011.

2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

Offered By: C/Robilotti

Seconded By: C/Carr

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn

Nays: None

Abstain: None

Absent: None

Public Portion

Mayor Reynolds opens the floor to the public for discussion on anything they wish to bring to the attention to the governing body.

Paul Robilotti, Heritage Drive resident - questions solar panel status?

Mayor and Council will consider the possibility of doing another RFP.

Hal Burrows, Tennent Ave. resident – inquires why Walgreen’s has not started construction? Mayor Reynolds responds there is no reason why that he is aware of. Clerk to find out

Lynn Strong, Main St. resident - says she hopes for a good turnout for the Memorial Day Parade. We should all give thanks to those who died for our Country.

There being no further questions or comments, a motion to close the public portion was offered by C/Robilotti and seconded by C/Rucker. Passed unanimously.

Presentation of Police Awards

At this time members of the Police Commission C/Robilotti and C/Krawiec present the following awards:

Officer Nicola Costagliola – Pistol Marksman Badge & The Patriot

Officer Scott Zapora – Pistol Sharpshooter Badge & Exceptional Service Award

Corporal Michael MacInnes – Pistol Expert Badge & 2 Exceptional Service Awards

Corporal Trevor Martinson – Pistol Expert Badge

Sergeant Richard Settele – Pistol Expert Badge & Ready Commendation

Patrolman Alexander Dinicola – Pistol Expert Badge & 2 Exceptional Service Awards

Patrolman Philip Accatatta – Pistol Master Badge & 2 Exceptional Service Awards

Sergeant Peter Cooke – Pistol Master Badge, TOP GUN Award & Official’s Medal (Mayor’s Award)

Mayor Reynolds amends the agenda to combine the two executive sessions.

Executive Session

Mayor Reynolds stated pursuant to N.J.S.A. 10 4-12B be it resolved by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey as follows whereas N.J.S.A. 10 4-12B of the Open Public Meetings Act of the State of New Jersey permits exclusion of the public from those portions of the meetings in which matters authorized to be discussed in Executive Session under the cited statute will be reviewed and discussed; and

Whereas, the Governing Body concludes that the public must be excluded from the discussion of the following matters of contract negotiation and personnel; and

Therefore, be it resolved by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, as follows, 1) Hereby authorizes Executive Session for the purpose of discussing above matters with N.J.S.A. 10 4-12B, 2) Anticipated at this time that the matters to be discussed in Executive Session will be discussed in Public not earlier than the next regular meeting of the Governing Body, 3) It is anticipated that the Executive Session last not longer than one-half hour, 4) There exists the possibility that action may be taken upon conclusion of the Executive Session when the meeting returns to open.

Offered By: C/Robilotti

Seconded By: C/Krawiec

Roll Call: Ayes: C/Carr, C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn
Nays: None
Abstain: None
Absent: None

The time being 8:05 P.M.

C/Cooke excuses herself from executive session at 8:34 P.M.

There being no further business in Executive Session, a motion to return to open session was offered by C/Carr, seconded by C/Krawiec. Passed unanimously.

The time being 9:08 P.M.

Adjournment

There being no further business a motion to adjourn was offered by C/Carr, seconded by C/Rucker. Passed unanimously.

The time being 9:09 P.M.