

**** WORKSHOP AGENDA ****

October 26, 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:
 - New procedures suggested by C/Wojyn
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:31 P.M.

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

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

Discussion Items:

New Suggested Procedures:

- C/Wojyn presents to council new procedures for Special Committees, after hour access to the Municipal Building and filing cabinet space for the Mayor and Council. Further discussion to take place at November 9th meeting workshop.

At this time Mayor Reynolds calls for Executive Session.

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 personnel and contract negotiation; 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/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn

Nays: None

Abstain: None

Absent: C/Carr

The time being 6:51 P.M.

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

The time being 7:50 P.M.

Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Cooke, seconded by C/Robilotti. Passed unanimously. The time being 7:50 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. Approval of Minutes – September 26, 2011
5. Committee Reports
6. Correspondence
7. Borough Administrator/CFO Report
8. 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.
9. Old Business:
 - A. Resolution No. 2011-145 – Tabled at 9/26/11 mtg.
Approval to Submit Grant Application and Execute Grant Contract with the DOT for the Railroad/Conover Street and Park Avenue Reconstruction and Crosswalk Project
10. New Business:
 - A. Resolution No. 2011-152
Authorizing Membership Renewal into the Central Jersey Health Insurance Fund
 - B. Resolution No. 2011-153
Authorization of Services Over \$800
Water Dept. – Water Plant Catch Basin Repair
 - C. Resolution No. 2011-154
Appointment of Municipal Court Violations Clerk
 - D. Resolution No. 2011-155
Emergency Appropriation

- E. Resolution No. 2011-156
Authorizing Cancellation of Water Sewer Balances Less Than \$2.99
 - F. Resolution No. 2011-157
Authorizing Approval of Department Requisitions
 - G. Resolution No. 2011-158
Authorizing Payment of Borough Bills
- 11. Tax Collector's Report - July 2011
August 2011
 - 12. 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.
 - 13. Executive Session
 - 14. Adjournment

The meeting was called to order by Mayor Reynolds at 7:51P.M.

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

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

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.

Approval of Minutes –

C/Robilotti requested a correction be made to the last bullet under her committee report to also include that the Fire Department also received a recognition award.

C/Rucker requested a correction be made to the attendance roll call to reflect that it was C/Wojyn that was late and not him.

There being no further corrections, deletions or additions, a motion to approve the Minutes of September 26, 2011 was offered by C/Robilotti and seconded by C/Krawiec. Passed on the following roll call:

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

Committee Reports

Public Utilities

Councilwoman Krawiec reports:

- There were 64 doorknockers distributed on 10/18/11 for water shutoffs. Out of those 28 have paid.
- Hydrant flushing will take place November 3rd and 4th.
- Interconnection water pit is fully operational. Jim Mastrokalos Water Superintendent researching a data capturing system for the Interconnection water pit.

Code Enforcement, Public Health, Welfare & Public Events

Councilwoman Cooke reports:

- Halloween Party is scheduled for Sunday, October 30th from 6:00 to 8:00 PM at the Firehouse.

Administration, Finance & Personnel

Councilman Wojyn reports:

- Reads aloud Clerk and Administrator reports. Important Items as Follows:
- RFP Bid Opening for Turnkey Design – Build Services for Photovoltaic Solar Generation System was held on October 20, 2011 at 11:00 AM. One Bid was received; being reviewed by Administrator. It was not received as a PPA but a 10-year lease with a \$1.00 buy out.
- Next month Manalapan-Englishtown Regional School will refinance the balance of their outstanding debt, which is \$13,465,000. By doing so, they anticipate a savings of \$533,000.
- Received notice of increase for health benefits of approx. 17.6%. Lower costs offered through Managed Care Networks. Forwarded to C/Carr, Insurance Chairperson.

Public Safety

Councilwoman Robilotti reports:

- Reads aloud Police Activity report. Available for public viewing in the Clerk's office.
- Attended Knights of Columbus open house. Had a very nice time and it is a beautiful bldg.

Legislative, Insurance & Licenses -

Councilwoman Carr is absent; nothing is reported.

Public Buildings & Grounds

Councilman Rucker reports:

- Repairs to the Municipal Building are coming to a close. DPW is getting ready for leaf and snow seasons.

Correspondence

Peter Gorbatuk, Municipal Clerk reports:

- General Election will be held on November 8, 2011 from 6:00 AM – to 8:00 PM.
- Next Council meeting is scheduled for November 9th at 6:30 PM.

Borough Administrator/CFO Report

Laurie Finger has nothing additional to report this evening; covered in C/Wojyn's report.

Public Portion – Agenda Items

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

Kathy Bien, Main Street - question regarding Resolution 2011-145.

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

Old Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-145**

**APPROVAL TO SUBMIT A GRANT APPLICATION
AND EXECUTE A GRANT CONTRACT WITH THE
NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR
RECONSTRUCTION OF CURBING AND SIDEWALK ON
RAILROAD/CONOVER STREET AND PARK AVENUE AND CROSSWALKS
PROJECTS**

WHEREAS, upon recommendation by the Borough Engineer, the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, desires to submit applications to the New Jersey Department of Transportation in an effort to obtain grant funding for needed projects.

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Englishtown, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are hereby authorized to submit an electronic grant application identified as SST-2012-Englishtown Borough-00047 to the New Jersey Department of Transportation on behalf of the Borough of Englishtown.

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

Offered By: C/Robilotti

Seconded By: C/Cooke

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

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-152**

**AUTHORIZING MEMBERSHIP RENEWAL
INTO THE CENTRAL JERSEY HEALTH INSURANCE FUND**

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the CENTRAL JERSEY HEALTH INSURANCE FUND, hereafter referred to as “the FUND”, as permitted by N.J.S.A. 11:15-3,17:1-8.1, and 40A:10-36 et seq.; and

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date; and

WHEREAS, the statutes and regulations governing the creation and operation of a joint health insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such FUND; and

WHEREAS, the governing body of the Borough of Englishtown, hereinafter referred to as “LOCAL UNIT” has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

1. Renew membership with the FUND for the period outlined in the LOCAL UNIT’s Indemnity and Trust Agreements.
2. Will participate in the following type(s) of coverage(s):
 - a. Health Insurance and/or Dental Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND’s Bylaws, and Plan of Risk Management.
3. Adopts and approves the FUND’s Bylaws.
4. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LCOAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND’s Bylaws, and to deliver these documents to the FUND’s Executive Director with the express reservation that these documents shall become effective only upon:

1. Approval of the LOCAL UNIT by the FUND.
2. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
3. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

Offered By: C/Robilotti

Seconded By: C/Cooke

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

Nays: None

Abstain: None

Absent: C/Carr

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-153**

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:

Water Dept. – Water Plant Catch Basin Repair - \$1,975.00

Services From: Brenner Drainage & Excavation, Inc.
205 Dey Grove Road
Monroe Township, N.J. 08831

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/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Wojyn

Nays: None

Abstain: None

Absent: C/Carr

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-154**

APPOINTMENT OF MUNICIPAL COURT VIOLATIONS CLERK

WHEREAS, there is a need to fill the position of Violations Clerk within the Borough of Englishtown Municipal Court; and

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

WHEREAS, it is the recommendation of the Municipal Court Administrator and Borough Administrator to appoint Lisa Langlois of Englishtown, New Jersey.

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. That Lisa Langlois is hereby appointed as Violations Clerk for the Borough of Englishtown Municipal Court, effective October 31, 2011 until December 31, 2011.
2. Shall be under the direction of the Municipal Court Administrator.
3. That said position shall be part time, 15 hours per week, at an hourly rate of \$10.00 per hour, payable per the salary ordinance with a ninety (90) day probationary period.
4. That additional hours may be required, authorized by the Municipal Court Judge and Municipal Court Administrator, to cover vacation or court sessions payable at the same hourly rate.

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer, Municipal Court Administrator and Lisa Langlois.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-155**

EMERGENCY APPROPRIATION

WHEREAS, an emergency has arisen with respects to Serve Flooding on the Major Thoroughfare within the Borough of Englishtown from Hurricane Irene on August 28, 2011 constituting an imminent threat to public safety and no adequate provision has

been made in the 2011 budget for the aforesaid purpose, and N.J.S.A. 40A:4-46 provides for the creation of an emergency appropriation for the purpose above mentioned; and

WHEREAS, the total amount of emergency appropriations created including the appropriation to be created by this resolution is.....\$13,144.00 and three (3) percent of the total operations in the budget for the year 2010 is \$49,762.45; and

WHEREAS, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations in the budget for 2011.

NOW, THEREFORE, BE IT RESOLVED (not less than two-thirds of all members thereof affirmatively concurring) that in accordance with N.J.S.A 40A:4-48,

1. An emergency appropriation be and the same is hereby made for “ Hurricane Irene EO #73: N.J.S.A. 40A:4-45.3 [bb]”
2. That said emergency appropriation shall be provided in full in the 2012 budget.
3. That two certified copies of this resolution be filed with the Director of Local Government Services.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

Nays: None

Abstain: None

Absent: C/Carr

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-156**

**AUTHORIZING CANCELLATION OF
WATER/SEWER BALANCES OF LESS THAN \$2.99**

WHEREAS, it is necessary during the year for the Tax Collector and Chief Financial Officer to cancel miniscule balance amounts, refunds and interest charges of less than \$2.99; and

WHEREAS, the Tax Collector and Chief Financial Officer have advised that it would be appropriate for the Borough Council to authorize the cancellation of said water and sewer accounts with a balance of less than \$2.99; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Tax Collector and Chief Financial Officer are hereby authorized to process the cancellations of water and sewer balances of less than \$2.99 as of November 10, 2011.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Collector of Taxes and Chief Financial Officer of the Borough of Englishtown.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-157**

**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 \$5,628.35 are hereby authorized to be processed into purchase orders on October 26, 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/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2011-158**

**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 \$556,204.97 are hereby authorized to be paid on October 26, 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/Cooke

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

Nays: None

Abstain: None

Absent: C/Carr

Tax Collector's Report

July 2011

2011 Taxes	\$ 11,519.19
<u>Interest</u>	<u>128.58</u>
Net Receipts	\$ 11,647.77

August 2011

2011 Taxes	\$1,210,029.95
2012 Taxes	265.19
Interest	231.00
<u>Duplicate Bill Fee</u>	<u>40.00</u>
Net Receipts	\$1,210,566.14

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.

Kathy Bien asks the status of the Sovereign Bank Property well testing?
Mayor Reynolds responds it is ongoing and will continue for a long time.

Kathy Bien asks where the public parking signs are in the Municipal Lot?
Clerk advised to contact Lt. Cooke for correct wording.

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

Adjournment

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

The time being 8:21 P.M.

November 9, 2011
Approved by Governing Body

Municipal Clerk