

October 24, 2012

**** PUBLIC HEARING ****

**Public Hearing of the Mayor and Council of the Borough of Englishtown, The Village Inn,
2 Water Street, Englishtown, New Jersey 07726.**

6:30 P.M.

1. Public Hearing: Monmouth County Municipal Open Space Grant Program
Application to obtain County Open Space Trust Funds to fund the Municipal
Parking Lot Project, 17 Main Street Block: 25, Lot: 20

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

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

Also present were Peter Gorbatuk, Municipal Clerk, Laurie Finger, Borough Administrator, Joseph Youssef, Borough Attorney and Tom Herits, Borough Engineer.

Public Hearing

Tom Herits, Borough Engineer explains the contents and purpose of the Grant Application being submitted to the Monmouth County Municipal Open Space Grant Program.

Mayor Reynolds opened the floor to the public for questions or comments on the application to obtain County Open Space Trust Funds to fund the land acquisition at 17 Main Street Block:25, Lot: 20:

Kathy Bien 7 Main Street asks how will people who use Sanford Park and Lake Weamaconk know of this parking lot?

Tom Herits, Borough Engineer says one of the requirements of the Grant is signage at both places to inform anyone using either facility the location of the parking lot.

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

**** WORKSHOP AGENDA ****

Work Session of the Mayor and Council of the Borough of Englishtown, The Village Inn, 2 Water Street, Englishtown, New Jersey 07726.

1. Meeting Called to Order and Roll Call
2. Discussion Items:
 - Formation of Juvenile Conference Committee
 - Project sub-committees
3. Adjournment

The workshop meeting was called to order by Mayor Reynolds at 6:36 P.M.

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

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

Discussion Items:

Formation of Juvenile Conference Committee:

Celia Hecht, W/S Clerk has volunteered along with her nephew and Officer Mike MacInnes. One more volunteer is needed. There will be one meeting per month with no cost to the Borough. Mayor and Council agree to move forward with forming a local JCC.

Project Sub-Committees:

Committees are needed for the following: Personnel, Solar and Code. Mayor asks for volunteers with meeting dates for the 2nd Wednesday of the month. C/Wojyn and C/Sarti volunteer for the personnel project sub-committee.

Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Krawiec, seconded by C/Sarti. Passed unanimously. The time being 6:47 P.M.

**** AGENDA ****

Regular Meeting of the Mayor and Council of the Borough of Englishtown, The Village Inn, 2 Water 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 24, 2012
 - September 24, 2012 Executive Session Minutes
5. Committee Reports
6. Correspondence
7. 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.
8. New Business:
 - A. Resolution No. 2012-138
Authorizing Cancellation of Water/Sewer Balances of Less Than \$2.99
 - B. Resolution No. 2012-139
Authorizing Payment of Borough Bills
9. Tax Collector's Report – September 2012
10. 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.
11. Executive Session
12. Adjournment

The meeting was called to order by Mayor Reynolds at 6:48 P.M.

Roll Call: Present: C/Cooke, C/Krawiec, C/Robilotti, C/Rucker, C/Sarti, 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.

Approval of Minutes –

There being no corrections, deletions or additions, a motion to approve the September 24, 2012 meeting minutes was offered by C/Robilotti and seconded by C/Sarti. Passed on the following roll call:

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

There being no corrections, deletions or additions, a motion to approve the September 24, 2012 Executive Session minutes was offered by C/Robilotti and seconded by C/Sarti. Passed on the following roll call:

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

Committee Reports

Public Utilities

Councilwoman Krawiec reports:

- Reads aloud Water Dept. Activity Report for October; available for public viewing in the Clerk's Office. Important Items as Follows:
- Hydrant flushing will take place on Friday, October 26th.

Code Enforcement, Public Health, Welfare & Public Events

Councilwoman Cooke reports:

- Halloween Party is October 30th from 6:00PM – 8:00PM at Englishtown Firehouse \$3.00 ages 10 and up.
- Matlosz Court dedication will be Sunday October 28th 2:00PM at the corner of So. Main and Matlosz Court.

- Thank you to Hans Kernast President of the Village Inn for welcoming and allowing the Mayor and Council to the Village Inn to hold our regular council meeting.
- November 10th at the Village Inn, there will be music, coffee, cake, and tours of the Village Inn from 12:00 – 5:00

Administration, Finance & Personnel

Councilman Wojyn reports:

- The Municipal Building will be switching its phone system to Windstream. This will be a cost savings measure of at least \$3,000 per year. We will retain a hard wired “copper line” as a backup. The cut-over should be seamless and will be complete by the end of December.
- Personnel Policy needs to be updated and a sub-committee should be formed to achieve this.
- Clerk’s office is prepared for Election Day 2012
- CFO Update, Laurie Finger suggests the formation of an Energy Committee. The Committee would investigate reducing electrical rates for the Borough using an “aggregation of power” through solar farm energy for the ENTIRE town including residents, offered by Nick Campanella
- CFO Laurie Finger will be moving forward with the “reverse auction” in November to lower the cost for 2013 while we research the solar energy.
- Court TV Information System will be cost prohibitive. Mayor and Council agree to not pursue at this time.

Public Safety

Councilwoman Robilotti reports:

- Reports to Mayor and Council about a Committee Workshop she attended on October 10th; Monmouth County Comprehensive Economic Development Strategy (CEDS). Recommends Mayor and Council attend this in the future.

Legislative, Insurance & Licenses

Councilman Sarti reports:

- Medical Flexible Spending Accounts - The Borough must provide per Health Benefit Reform P.L. 2011. C78. Would like permission to move forward with agreement to be effective 1/1/13. Vendor will be Benefits Express, recommended by the JIF/HIF. Council agrees.

Public Buildings & Grounds

Councilman Rucker reports:

- Reads aloud DPW activity report for October; available for public viewing in the Clerk’s Office.
- Informs Mayor and Council the Water truck was used by the Police Department without permission one recent Saturday. Recommends DPW be notified in the future, there may be some issues which can be a safety hazard.
- Police request to park the new SUV in the DPW garage.
- Welcome to Englishtown signs have been installed on Gordons Corner Road

Correspondence

Peter Gorbaturk, Municipal Clerk reports:

- Election Day 2012 is November 6th; polls open from 6:00AM – 8:00PM
- Reads letter received from Jane Colaio, Christopher Matlosz’s mother thanking the Borough for the dedication of Matlosz Court in honor of her son.

Public Portion – Agenda Items

Mayor Reynolds opens the floor to the public for discussion limited to agenda items only.
Offered by C/Robilotti and seconded by C/Sarti.

Kathy Bien – if the SUV is parked in the DPW garage, there should not be any firearms left in it.
Council responds, there will not be any firearms left in the vehicle.

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

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2012-138**

**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, 2012.

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/Rucker

Seconded By: C/Robilotti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2012-139**

**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 \$508,646.12 are hereby authorized to be paid on October 24, 2012.
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/Rucker

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

Tax Collector's Report

September 2012

2012 Taxes	\$35,884.43
2013 Taxes	2,500.00
Duplicate Bill Fee	10.00
<u>Interest</u>	<u>944.99</u>
Net Receipts	\$39,339.42

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.

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

Executive Session

RESOLUTION OF THE BOROUGH OF ENGLISHTOWN MAYOR AND COUNCIL FOR A CLOSED OR EXECUTIVE SESSION PURSUANT TO N.J.S.A. 10:4-13

WHEREAS, N.J.S.A. 10:4-12b provides that a public body may exclude the public from that portion of a meeting at which the body discusses:

1. Any matter which, by express provision of Federal Law or State statute or rule of court, shall be rendered confidential;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records or personal material including health records, legal defense, insurance, etc;
4. Any collective bargaining agreement or terms and conditions related thereto;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques utilized in protecting the public safety and property;
7. Any pending or anticipated litigation or contract negotiation wherein the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required;
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee, employed or appointed by the public body;
9. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit; and

WHEREAS, N.J.S.A. 10:4-13 provides that a public body may not exclude the public from any meeting to discuss any matters described in N.J.S.A. 10:4-12 until the public body has adopted a resolution at a meeting to which the public shall be admitted, stating the general nature of the subject to be discussed and stating as precisely as possible, the time and when the

circumstances under which the discussion conducted in a closed session of the public body can be disclosed to the public; and

WHEREAS, the Mayor and Council of the Borough of Englishtown believe that a closed session pursuant to Section 7 of N.J.S.A. 10:4-12b is required to discuss attorney-client privileged material.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the public be excluded from this portion of the public meeting convened on the 24th day of October, 2012 pursuant to Section 7 of the Open Public Meetings Act.

BE IT FURTHER RESOLVED that the subject matter of this executive session will be made public when it is no longer required that the subject matter discussed be kept privileged.

Offered By: C/Rucker

Seconded By: C/Sarti

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

Nays: None

Abstain: None

Absent: None

The time being 7:20 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/Krawiec. Passed unanimously.

The time being 7:43 P.M.

CFO/Administrator Laurie Finger states the roof bids came in within budget; however there are insufficient funds to pay engineering costs. Recommends we bond for an additional \$10,000.00. Council agrees.

Adjournment

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

The time being 7:45 P.M.

November 14, 2012
Approved by Governing Body

Municipal Clerk