

**** AGENDA ****

January 3, 2013

6:30 P.M.

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

1. Meeting Called to Order
2. Oath of Office

Lori Cooke, Council	3-Year Term
Maryanne Krawiec, Council	3-Year Term
Lou Sarti, Jr., Council	1-Year Unexpired Term
3. Roll Call
4. Statement of Compliance with Sunshine Law
5. Moment of Silence and Salute to the Flag.
6. 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.
7. Nominations for Council President
8. Mayor's Appointments: Unified Planning/Zoning Board
Class II, Official Wayne Krawiec 1 Yr Term - Exp.12/31/13
9. **Municipal & Professional Appointments – Individual Roll Call**

<u>Resolution 2013-001</u>	Municipal Appointments
<u>Resolution 2013-002</u>	Appointment of Borough Engineer
<u>Resolution 2013-003</u> Oath of Office:	Appointment of Borough Attorney Joseph D. Youssouf – 1 yr. term
<u>Resolution 2013-004</u>	Appointment of Bond Counsel
<u>Resolution 2013-005</u>	Appointment of Borough Auditor

<u>Resolution 2013-006</u>	Appointment of Prosecutor
<u>Resolution 2013-007</u>	Appointment of Co-Prosecutor
<u>Resolution 2013-008</u>	Appointment of Public Defender
<u>Resolution 2013-009</u>	Appointment of Co-Public Defender
<u>Resolution 2013-010</u>	Appointment of Class III Member – UPZB
<u>Resolution 2013-011</u>	Appointment of Police Commissioner
<u>Resolution 2013-012</u>	Appointment of Police Commission
<u>Resolution 2013-013</u>	Mayor’s Appointment of Committee Assignments

10. **Reorganization Business – Individual Roll Call**

<u>Resolution 2013-014</u>	2013 Temporary Operating Budget
<u>Resolution 2013-015</u>	2013 Debt Service Budget
<u>Resolution 2013-016</u>	Englishtown Police Dept.- Special Duty Assignment Fees

11. **Reorganization Business – Consent Agenda**

All items listed under agenda item number 11 are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Resolution 2013-017	Appointment of Cross-Acceptance Rep. & Alternate
Resolution 2013-018	Appointment of CD Citizens Representative
Resolution 2013-019	Appointment of Local Compliance Officer and Affirmative Action Officer
Resolution 2013-020	Appointment of Borough Historian
Resolution 2013-021	Designating Meeting Dates
Resolution 2013-022	Designating Official Newspapers
Resolution 2013-023	Establishing Official Rules of Conduct
Resolution 2013-024	Establishing Council Salaries Rules
Resolution 2013-025	Authorizing 2013 Employee Holiday Schedule
Resolution 2013-026	Designating Depositories
Resolution 2013-027	Prompt Payment of Taxes and Interest Rates
Resolution 2013-028	Authority To Borough CFO to Prepay Selective Bills
Resolution 2013-029	Authorizing to Maintain Petty Cash Funds
Resolution 2013-030	Authorizing 2013 Organizational Chart
Resolution 2013-031	Establishing Investment Policy
Resolution 2013-032	Resolution to Cancel Small Tax Balances

Resolution 2013-033	Authorizing Emergency Purchases by Dept. Heads up to \$400.00 with B.A. Approval
Resolution 2013-034	Support & Participation in the Volunteer Tuition Credit Program
Resolution 2013-035	Authorizing Personnel Policy for CY2013
Resolution 2013-036	Authorizing Identity Theft Policy for CY2013

12. **New Business**

- A. Resolution No. 2013-037
Resolution in Memory Of Christopher Matlosz And Naming January 14th “Christopher Matlosz Remembrance Day” In The Borough of Englishtown In His Honor
- B. Resolution No. 2013-38
Authorizing Payment of Borough Bills

13. **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.

14. **Executive Session**

15. **Adjournment**

The meeting was called to order by Mayor Reynolds at 6:32 P.M.

Oath of Office

Peter Gorbatuk, Municipal Clerk administered Oaths of Office to newly elected officials Councilwoman Lori Cooke, Councilwoman Maryanne Krawiec, Councilman Lou Sarti, Jr. and Borough Attorney Joseph Youssouf.

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.

Public Portion – Agenda Items

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

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

Nominations for Council President

Mayor Reynolds requested nominations for Council President at which time Maryanne Krawiec was nominated by C/Robilotti and seconded by C/Wojyn.

A motion to nominate Lori Cooke was offered by C/Rucker and seconded by C/Sarti.

There were no further nominations. A motion to appoint Maryanne Krawiec as Council President was passed on the following roll call:

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

Mayor’s Appointments: Unified Planning/Zoning Board

Mayor Reynolds advised the following appointments for the Unified Planning and Zoning Board.

Class II, Official Wayne Krawiec 1 Yr Term - Exp.12/31/13

Offered By: C/Rucker

Seconded By: C/Robilotti

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

Municipal & Professional Appointments – Individual Roll Call

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-001**

MUNICIPAL APPOINTMENTS

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following appointments are hereby confirmed for the year 2013:

Minutes, January 3, 2013 Reorganization Meeting

Official Assessment Search Officer	Peter Gorbatuk
ADA Coordinator	Peter Gorbatuk
Borough Administrator	Laurie Finger
Chief Financial Officer	Laurie Finger
Municipal Clerk	Peter Gorbatuk
Registrar	Peter Gorbatuk
Deputy Municipal Clerk	Christine Robbins
Deputy Registrar	Christine Robbins
Municipal Court Administrator	Rosemary O'Donnell
Deputy Court Administrator/Part Time	Mary Kennedy
Violations Clerk	Lisa Langlois
Water/Sewer Clerk	Celia Hecht
Tax Clerk	Celia Hecht
Planning Board Secretary	Celia Hecht
Municipal Housing Liaison	Celia Hecht
Finance Clerk	Jeanne Keevins
Water/Sewer Superintendent	James Mastrokalos
Borough Physician	Dr. Kenneth Faistl
Public Works Manager	Thomas Herits
Public Works Foreman	Wayne Krawiec
P/T Public Works Employee	Stanley Matthews
P/T Public Works Employee	Andrew Holowach
Clean Communities Representative	Peter Gorbatuk
Housing Inspector	John Marini
Code Enforcement Officer	Edward M. Miller III

Asst. Code Enforcement Officer Zoning Officer	Ralph Kirkland Ralph Kirkland
Police Lieutenant	Peter S. Cooke, Jr.
Special Law Enforcement Class II Officer	Scott Zapora
Special Law Enforcement Class II Officer	John Popaca

BE IT FURTHER RESOLVED that said appointments shall be in accordance with any existing laws or policies regulating said office.

BE IT FURTHER RESOLVED that the salary for each employee shall be at the rate as set forth by the salary Ordinance as adopted by the Governing Body.

Offered by: C/Robilotti

Seconded by: C/Wojyn

C/Cooke abstains from voting on the Police Lieutenant appointment.

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. 2013-002

APPOINTMENT OF BOROUGH ENGINEER

WHEREAS, the Mayor and Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Engineer to perform Engineering Services as may be required by Council; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq) requires that the Resolution authorizing the appointment of an Engineer, for "Professional Service" without competitive bids must be publicly advertised;

WHEREAS, by the Mayor and Council of the Borough of Englishtown as follows:

1. Thomas Herits, P.E., P.P. firm of Maser Consulting be appointed as the Borough Engineer for the Borough of Englishtown for a term of one year terminating December 31, 2013, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such Engineering Services as may be required by the Borough Council under and pursuant to law and shall submit vouchers for payment

in a timely manner as well as project outlines, cost estimates and any other relevant material prior to submitting a work proposal to Borough Council.

3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-003**

APPOINTMENT OF BOROUGH ATTORNEY

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Attorney to advise the Council of legal matters; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of an Attorney for "Professional Services" without competitive bids must be publicly advertised:

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

1. Joseph Youssouff be appointed as the Borough Attorney for the term of one year terminating December 31, 2013, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-004**

APPOINTMENT OF BOND COUNSEL

WHEREAS, The Council of The Borough of Englishtown is knowledgeable that there is a need for the appointment of a Bond Counsel to advise the council of legal matter; and

WHEREAS, the Local Public Contract (N.J.S.A. 40:11-1-et Seq.) requires that the Resolution authorizing the appointment of a Bond Counsel for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of Englishtown as follows:

1. John Cantalupo, Esq. of the firm Wilentz, Goldman & Spitzer be appointed as the Borough Bond Counsel for the term of one year terminating December 31, 2013, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-005**

APPOINTMENT OF BOROUGH AUDITOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Auditor to advise the Council of financial

matters; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq.) requires that the Resolution authorizing the appointment of an Auditor, for "Professional Service" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Englishtown as follows:

1. Robert Allison, firm of Hutchins, Farrell, Meyer & Allison be appointed as Borough Auditor for the Borough Of Englishtown for a term of one year terminating December 31, 2013, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such financial services as may be approved by the Borough Council under and pursuant to law. That said appointment is subject to contract approval.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-006**

APPOINTMENT OF PROSECUTOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Prosecutor for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Prosecutor for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Richard Kelly is appointed Prosecutor for the Municipal Court of the Borough Of Englishtown for a term of one (1) year terminating

December 31, 2013, subject to contract approval.

2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law.
3. That notice of this appointment Resolution, certified to be true copy by the Clerk shall be published in an official newspaper of the Borough as required by law, within ten (10) days of the adoption, and forwarded to the appointee and the Borough's Chief Financial Officer.

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. 2013-007**

APPOINTMENT OF CO-PROSECUTOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Co-Prosecutor for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Co-Prosecutor for "Professional Services" without competitive bids must be publicly advertised;

1. Kathleen A. Sheedy, Esq., is appointed Co-Prosecutor for the Municipal Court of the Borough of Englishtown effective immediately and terminating December 31, 2013, subject to contract approval.
2. The said party be appointed above during the term of their Appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. That said appointment shall be subject to contract approval.
3. That notice of this appointment Resolution, certified to be true copy by the Clerk shall be published in an official newspaper of the Borough of Englishtown as required by law, within ten (10) days of the adoption, and forwarded to the appointee and the Borough's Chief Financial Officer.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-008**

APPOINTMENT OF PUBLIC DEFENDER

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Public Defender for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Public Defender for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Susan Schroeder Clark is appointed Public Defender for the Municipal Court of the Borough Of Englishtown for a term of one (1) year terminating December 31, 2013, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law.
3. That notice of this appointment Resolution, certified to be true copy by the Clerk shall be published in an official newspaper of the Borough as required by law, within ten (10) days of the adoption, and forwarded to the appointee and the Borough's Chief Financial Officer.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-009**

APPOINTMENT OF CO-PUBLIC DEFENDER

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that

there is a need for the appointment of a Co-Public Defender for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Co-Public Defender for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Charles F. Clark, Jr. is appointed Co-Public Defender for the Municipal Court of the Borough Of Englishtown for a term of one (1) year terminating December 31, 2013, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law.
3. That notice of this appointment Resolution, certified to be true copy by the Clerk shall be published in an official newspaper of the Borough as required by law, within ten (10) days of the adoption, and forwarded to the appointee and the Borough's Chief Financial Officer.

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. 2013-010**

**APPOINTMENT OF CLASS III MEMBER OF THE
BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD**

WHEREAS, N.J.S.A. 40: 55d-23 allows the Governing Body to appoint one of its members to the Unified Planning/Zoning Board; and

WHEREAS, the Borough of Englishtown Unified Planning/Zoning Board has a vacancy in the Class III seat; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Councilman Rudy Rucker be appointed a Class III member of the Borough Of Englishtown Unified

Planning/Zoning Board for a term of one (1) year ending December 31, 2013.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be given to the Borough of Englishtown Unified Planning/Zoning Board Secretary and Councilman Rudy Rucker.

Offered by: C/Robilotti

Seconded by: C/Cooke

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

Nays: None

Abstain: C/Rucker

Absent: None

At this time Mayor Reynolds asks for nominations for Police Commissioner.

A motion to nominate Councilwoman Maryanne Krawiec is offered by C/Rucker and seconded by C/Robilotti.

There were no further nominations.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-011**

APPOINTMENT OF POLICE COMMISSIONER

WHEREAS, there is a need for the position of Police Commissioner as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03:

NOW, THEREFORE, BE IT RESOLVED, by the Englishtown Borough Council as follows that Councilwoman Maryanne Krawiec is hereby appointed as Police Commissioner of the Borough of Englishtown, which appointment shall be effective January 3, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Borough Clerk to the Borough Administrator, the Police Commissioner, and the Police Dept.

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

At this time Mayor Reynolds asks for nominations for the Police Commission.

Councilman Lou Sarti, Jr. is nominated by C/Krawiec and seconded by C/Cooke. There were no further nominations.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-012**

APPOINTMENT OF POLICE COMMISSION

WHEREAS, there is a need for the council appointment of a Police Commission as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03;

WHEREAS, the Borough Council shall designate from among its membership two or more members, along with the Mayor which shall constitute a Police Commission. The Police Commissioner shall chair the Police Commission;

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council as follows that Mayor Thomas Reynolds, Councilwoman Maryanne Krawiec and Councilman Lou Sarti, Jr. are hereby appointed to the Police Commission of the Borough of Englishtown, which appointment shall be effective January 3, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Municipal Clerk to the Borough Administrator, members of the Police Commission and the Police Department.

Offered by: C/Krawiec

Seconded by: C/Cooke

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

At this time Mayor Reynolds makes the following council committee assignments:

<u>Committee</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
Public Safety	Maryanne Krawiec	Lou Sarti, Jr.
Public Utilities	Cindy Robilotti	Rudy Rucker
Public Health, Welfare And Public Events/Code Enforcement	Gregory Wojyn	Lori Cooke

Administration, Finance And Personnel	Lori Cooke	Gregory Wojyn
Legislative, Insurance And Licenses	Lou Sarti, Jr.	Maryanne Krawiec
Public Buildings And Grounds	Rudy Rucker	Cindy Robilotti

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-013**

COMMITTEE ASSIGNMENTS

WHEREAS, the business and affairs of the Borough of Englishtown may properly be classified and divided into six groups:

1. Administration, Finance and Personnel Committee
2. Public Safety Committee
3. Public Buildings and Grounds Committee
4. Public Utilities Committee
5. Legislative, Insurance and Licenses Committee
6. Code Enforcement/Public Health, Welfare and Public Events Committee

BE IT FURTHER RESOLVED, that the standing committees are appointed to expedite and facilitate the work of Council, but only within statutory limits as the entire Council is held responsible for any or all of its acts performed within the scope of authority.

Administration, Finance and Personnel

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the administration, finance and personnel activities and matters listed below as established by Council:

1. The examination, review, and approval of all vouchers prior to their submission to the Council for authority to pay same.
2. The administration, practices, procedures, and records as established by Council of the following:
 - a. The administrator/clerk and his/her office
 - b. The treasurer and his/her clerk
 - c. The tax collector and his/her office
 - d. The water and sewer clerk and his/her office
 - e. The court administrator and his/her office

3. The coordination of departmental budgets, the preparation of budgetary figures relative to the activities above-mentioned. The final preparation, explanation, and continuing supervision of the entire municipal budget.
4. The maintenance, review, and revision of the Borough cost system and balance of appropriations.
5. Primary responsibility for the recruitment and recommendation of personnel for position within the Borough Municipal Government and review of Borough personnel policy manual as needed.
6. The review of maintenance, inventory, and security procedures for equipment and records of the Borough Offices.
7. It shall also serve as the liaison between the Council and the Municipal Auditor, and with any other body or organization on fiscal matters.

Public Safety

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the public safety administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Supervision and direction of police department.
2. Highway and street traffic and all parking matters.
3. Investigation and inspection of persons and premises prior to granting licenses, as directed by Council.
4. Inform proper committee chairperson of all hazardous, unsafe and unhealthy conditions in the Borough.
5. The review of maintenance, inventory, and security procedures.
6. Assists in coordinating emergency management plan for the Borough.
7. Shall act as liaison to the fire and first aid units serving the Borough of Englishtown.
8. It shall also serve as liaison between Council and other forms of law and public safety organizations.

Public Buildings and Grounds

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the Public Buildings and Grounds administration, practices, procedures, and

records activities and matters listed below as established by Council:

1. Maintenance and use of all municipal owned building and equipment.
2. Control inventory of all Borough equipment and supplies relevant to maintenance of Borough property.
3. Maintenance of Borough fire alarm system (with recommendation of public safety committee).
4. Park maintenance.
5. Maintenance and cleaning of public grounds, roads, streets, curbs, and gutters of snow and litter, and cutting of grass and weeds and litter removal.
6. Erection of signs and street painting as designated by Council.
7. Maintenance, cleaning and improvements of off street parking areas.
8. Street and road construction and improvements.
9. Proper maintenance, inventory, and security of department equipment.
10. Primary supervision of Borough maintenance personnel.
11. It shall also serve as the liaison between the Council and State and County highway department, except in traffic matters, which are under the jurisdiction of public safety committee.

Public Utilities

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the Public Utilities administration, practices, procedures, and records activities and matters listed below as established by Council:

1.
 - a. Water Department
 - b. Sewer Department
 - c. Garbage, refuse, and recycling activities
2. It shall also serve as the liaison between Council and the various utility organizations operating within the Borough, such as; electric, telephone, transportation, natural gas and cable TV.

Legislative, Insurance, and Licenses

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the legislative, insurance and licenses administration, practices, procedures, and records activities and matters listed below as established by Council:

1. The examination, review and investigation of any and all legislation effecting the Borough and to make recommendations to Council and act as a liaison between Council and the State Legislature, County Freeholders, and the Federal Government.
2. The examination, review and approval of all licenses prior to submission to Council.
3. The review, revision, and all other matters pertaining to any insurance coverage of the Borough.

Code Enforcement/Public Health, Welfare and Public Events Committee

BE IT FURTHER RESOLVED, that the Chairperson of this committee oversees the code enforcement, public health, welfare and public events administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Supervision and direction of Code Enforcement Dept.
 - a. Code enforcement officer in matters related to health
 - b. Animal control activities
2. It shall also serve as liaison between the Council and the Board of Health and other organizations or agencies concerned with public health and/or welfare.
3. Responsible for scheduling and organization of public events, recreation and public park usage.

BE IT FURTHER RESOLVED, that the entire membership of this Borough Council shall be constituted as an auditing committee and audit all vouchers for payment of money and that all vouchers must be submitted to the chairperson of the Committee for which the said voucher has been rendered for his/her approval or disapproval before coming to full Council for payment.

BE IT FURTHER RESOLVED, that all purchase orders in the amount of \$50.00 or more be signed by the appropriate Chairperson, prior to processing.

BE IT FURTHER RESOLVED, the committees shall meet when requested by the Chairperson, Mayor, or at the request of Council, and that all members thereof shall participate actively in the committee deliberations, performance of duties and the formulation of its recommendation to Council.

BE IT FURTHER RESOLVED, the Chairperson of each standing committee shall prepare a report for the Mayor and Council for the monthly council meeting on principal activities and achievements of his/her committee.

Offered by: C/Robilotti

Seconded by: C/Wojyn

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

Reorganization Business – Individual Roll Call

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-014**

2013 TEMPORARY OPERATING BUDGET

WHEREAS, Section 40A:4-19 of the revised Statutes of the State of New Jersey provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2013 Municipal Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this Resolution is within the first thirty days of January 2013; and

WHEREAS, the total appropriations in the 2012 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, is \$2,715,128.07 and

WHEREAS, 26.25% of the total appropriations in the 2012 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, in said 2012 Municipal Budget is \$712,721.12.

NOW, THEREFORE, BE IT RESOLVED, that the attached appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

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. 2013-015**

2013 DEBT SERVICE BUDGET

WHEREAS, Section 40A: 4-19 of the revised Statutes of the State of New Jersey provides authority for appropriating in a temporary Resolution the permanent Debt

Service requirements for the coming fiscal year providing that such Resolution is not made earlier than December 20th of the year preceding the beginning of the fiscal year; and

WHEREAS, the date of this Resolution is subsequent to December 19, 2012; and

WHEREAS, principal and interest will be due on various dates from January 1, 2013 to December 31, 2013, inclusive, on sundry funds and notes issued and outstanding.

NOW, THEREFORE, BE IT RESOLVED that the attached appropriations be made to cover the period from January 1, 2013 to December 31, 2013 inclusive and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-016**

**ENGLISHTOWN POLICE DEPARTMENT
SPECIAL DUTY ASSIGNMENT FEES**

WHEREAS, to be consistent with Ordinance No. 2007-08 entitled “An Ordinance of the Borough of Englishtown Amending Chapter 1.33 entitled “Police Department” which was adopted by the Governing Body of the Borough of Englishtown on June 27, 2007, charges for “Special Duty Assignments” shall be set forth annually in a resolution adopted by the Governing Body; and

WHEREAS, per Chapter 1.33 Section 37 of the Code of the Borough of Englishtown the fees charged for “Special Duty Assignments are as follows:

the charges for such services shall be \$75.00 per hour, including a rate of \$65.00 per hour for the officer, and \$10.00 administrative fee to be retained by the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the fees stated above shall be collected for “Special Duty Assignments” performed by the Englishtown Police Department for the year 2013.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be forwarded to the Police Dept. and Chief Financial Officer.

Offered by: C/Krawiec

Seconded by: C/Robilotti

C/Rucker questions why only the officer's rate increases and not the municipalities. CFO Finger states the Ordinance would need to be amended in order to increase the municipality's rate. To be further discussed at the January 23, 2013 council meeting.

Motion to withdraw Resolution No. 2013-16 from agenda is offered by C/Sarti and seconded by C/Robilotti. Withdrawn 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

Reorganization Business – Consent Agenda

Resolutions 2013-017 through Resolution 2012-036 were done under consent agenda.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-017**

**APPOINTMENT OF CROSS-ACCEPTANCE
REPRESENTATIVE AND ALTERNATE**

NOW, THEREFORE BE IT RESOLVED that the following named person is hereby appointed as Cross Acceptance representative for The Borough of Englishtown

Representative- Thomas Herits, Borough Engineer
Alternate- Peter Gorbatuk, Municipal Clerk

BE IT FURTHER RESOLVED that said person shall serve in the capacities indicated effective immediately and terminating December 31, 2013; and

BE IT FURTHER RESOLVED that Thomas Herits and Peter Gorbatuk shall serve without benefit or remuneration.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-018**

APPOINTMENT OF CD CITIZENS REPRESENTATIVE

WHEREAS, it is necessary to appoint a Citizen's Representative Group for continued participation in the Community Development Grant Program for fiscal year 2013 funding.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that the following named person be and is hereby appointed to the Monmouth County Community Development Grant Program for the year 2013:

CD-Representative: Peter Gorbatuk

Co-Representative: Thomas Herits

BE IT FURTHER RESOLVED that a certified copy of this Resolution be sent to the above named, the Borough Engineer and The Monmouth County Community Development Office.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-019**

**APPOINTMENT OF LOCAL COMPLIANCE OFFICER
AND AFFIRMATIVE ACTION OFFICER**

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that Peter Gorbatuk is hereby appointed as Local Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2013; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Affirmative Action Office of the State of New Jersey.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-020**

APPOINTMENT OF BOROUGH HISTORIAN

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Lori Cooke is hereby appointed as the Englishtown Borough Historian for the year 2013:

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution be forwarded to Lori Cooke.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-021**

DESIGNATING MEETING DATES

BE IT RESOLVED by the Council of the Borough of Englishtown that the following meetings will be held in the Englishtown Municipal Building, 15 Main Street, Englishtown, New Jersey for the year 2013:

January	23	July	24
February	27	August	28
March	18 (Mon.)	September	25
April	24	October	23
May	22	November	13, 25 (Mon.)
June	26	December	16 (Mon.)

BE IT FURTHER RESOLVED that the above meetings shall be called to order at 6:30 p.m., beginning with a council work session, public participation excluded, and the regular meeting shall follow; and

That a copy of this Resolution will be posted by the Clerk on the public bulletin board in the Municipal office and maintained there throughout the year; and

That a copy of this Resolution be kept on file for the public's inspection with the Borough Clerk; and

That a copy of this Resolution be forwarded to the Newspapers designated by the Governing Body as the newspapers to receive said notices.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-022**

DESIGNATING OFFICIAL NEWSPAPER

BE IT RESOLVED, by the Council of the Borough of Englishtown that the Asbury Park Press is the official newspaper of the Borough of Englishtown for the year 2013.

BE IT FURTHER RESOLVED that the News Transcript also be notified of any Borough meetings or events in an attempt to inform our residents of Borough activities, though the title of the official newspaper will not apply to this weekly publication.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-023**

**DESIGNATING OFFICIAL RULES OF CONDUCT
FOR BOROUGH OF ENGLISHTOWN COUNCIL MEETINGS**

WHEREAS, there is a need to establish rules of conduct for Borough meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown that Borough Council meetings will be conducted using Robert Rules of Order.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-024**

ESTABLISHING COUNCIL SALARIES RULES

WHEREAS, The Mayor And Council wishes to maintain a high level of attendance by members of the Governing Body at Council meetings; and

WHEREAS, the Mayor and Council of the Borough of Englishtown has been assigned certain responsibilities upon their swearing into office; and

WHEREAS, the Mayor and Council of the Borough of Englishtown receive certain compensation, for fulfilling their obligations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor And Council of the Borough of Englishtown that any member of the Governing Body that misses two (2) meetings semi-annually without being excused by the majority of council shall have twenty-five percent (25%) of their semi-annual salary withheld; and

BE IT FURTHER RESOLVED that in the event that any such member misses one (1) additional meeting semi-annually without being excused by the majority of council they shall have an additional fifty percent (50%) of their salary withheld.

BE IT FURTHER RESOLVED as provided for under the Municipal Vacancy Law, that any member of the Governing Body failing to attend and participate in any meeting of the body for a period of eight (8) consecutive meetings, without being excused from attendance by a majority of the member body, shall subject him/her to vacancy.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-025**

**AUTHORIZING 2013 HOLIDAY SCHEDULE
FOR BOROUGH EMPLOYEES**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following shall be paid holidays for the Borough of Englishtown employees for the 2013 calendar year:

January 21 st	Monday	Martin Luther King Day
February 18 th	Monday	President’s Day
March 29 th	Friday	Good Friday
May 27 th	Monday	Memorial Day
July 4 th	Thursday	Independence Day
September 2 nd	Monday	Labor Day
October 14 th	Monday	Columbus Day
November 5 th	Tuesday	Election Day (floating)
November 11 th	Monday	Veteran’s Day
November 28 th	Thursday	Thanksgiving Day
November 29 th	Friday	Day after Thanksgiving
December 24 th	Tuesday	Christmas Eve – 11:30 closing
December 25 th	Wednesday	Christmas Day
December 31 st	Tuesday	New Years Eve – 11:30 closing
January 1 st	Wednesday	New Year’s Day

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-026**

DESIGNATING DEPOSITORIES

WHEREAS, under the New Jersey statutes, the Governing Body shall by Resolution designate the depository or depositories wherein all public monies and other funds of the Municipality shall be kept; and

WHEREAS, all public officials charged with the custody of such funds shall thereafter deposit such funds only in the depository or depositories approved by the State of New Jersey under the Governmental Unit Deposit Protection Act (GUDPA); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that any and all New Jersey banks that have Governmental Unit Deposit Protection Act approval are hereby approved and designated as depositories for all Borough funds, including State of New Jersey Cash Management Fund.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-027**

PROMPT PAYMENT OF TAXES AND INTEREST RATES

WHEREAS, the Mayor and Council of the Borough of Englishtown deem it desirable to encourage prompt payment of all taxes and assessments, in order to permit sound fiscal planning; and

WHEREAS, Real Estate Taxes are payable on February 1st, May 1st, August 1st and November 1st of each year, and other statements assessing said charges; and

WHEREAS, N.J.S.A. 54:67 provides for the fixing rates of interest on delinquent taxes; and

WHEREAS, N.J.S.A. 54:67 has been amended to allow for additional penalty of six percent (6%) to be collected against a delinquency in excess of ten thousand dollars (\$10,000) on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED that all taxes and assessments are and shall be due on the date stated and, if not paid by said date same shall become delinquent.

BE IT FURTHER RESOLVED, that the rate of interest to be charged for non-payment of taxes or assessments on or before the date when the same would be come delinquent is eight percent (8%) per annum provided, however, no interest shall be charged if payment is made within ten (10) days after the date upon which the same became payable, and the interest for non-payment of taxes in excess of \$1,500.00 shall be eighteen percent (18%); and, if a delinquency is in excess of ten thousand dollars (\$10,000.00) and remains in arrears beyond December 31st of the tax year an additional penalty of six percent (6%) shall be charged against the delinquency.

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

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-028**

**RESOLUTION GRANTING AUTHORITY TO
BOROUGH CHIEF FINANCIAL OFFICER
TO PREPAY SELECTIVE BILLS**

BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to pay the following required bills prior to the approval of the bill list:

Payroll
Insurance Premiums
County Taxes
School Taxes
Utilities
Petty Cash Reimbursement
Postage
Release of Monies Approved by Resolution

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

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-029**

AUTHORIZING TO MAINTAIN PETTY CASH FUNDS

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, said Clerk's Petty Cash Fund was established by resolution in the amount of \$75.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Recreation Petty Cash Fund was established by resolution dated September 26, 2007 in the amount of \$500.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Petty Cash Funds received approval from the Director of Local Government Services prior to and on November 20, 2007; and

WHEREAS, it is the desire of Council that said funds be continued under the direction of the Borough Administrator/CFO;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth that:

1. During the year 2013, Laurie Finger, Borough Administrator/CFO, be and is hereby authorized and permitted to establish a Petty Cash Fund for the Clerk's Office in the amount of \$75.00 and a Petty Cash Fund for Recreation in the amount of \$500.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Funds will be used by such offices or departments to pay claims for small miscellaneous expenses.
2. Laurie Finger, Borough Administrator/CFO, having custody of the Funds be bonded in an amount not less than \$1,000,000 and will maintain said Funds in accordance with the laws and regulations governing its operation.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-030**

**AUTHORIZING 2013 ORGANIZATIONAL CHART OF
THE BOROUGH OF ENGLISHTOWN**

WHEREAS, the Borough Council has determined that there is a need for an established chain of command within the Borough’s governmental organization in order to establish firm reporting lines and smooth the operations of the government:

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the attached Organizational Chart shall determine the reporting lines of supervision among the employees and affiliated contract professionals for the day to day operations of the Englishtown Borough government.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Municipal Clerk to the Borough Administrator, and each Borough Department head.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-031**

RESOLUTION ESTABLISHING INVESTMENT POLICY

BE IT RESOLVED by the Borough Council of the Borough of Englishtown, that for the year 2013, the following shall serve as the Investment Policy for the Borough of Englishtown:

**Borough of Englishtown
Investment Policy**

1. **Policy**
It is the policy of the Borough of Englishtown to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of our entity and conforming to all state and local statutes governing the investment of public funds.
2. **Scope**
This policy includes all funds governed by the Mayor and Council of the Borough of Englishtown.

3. **Prudence**
Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
4. **Objective**
The primary objective, in order of priority, shall be:
 - Legality – conformance with federal, state and other legal requirements
 - Safety – preservation of capital and protection of investment principal
 - Liquidity – maintenance of sufficient liquidity to meet operating requirements
 - Yield – attainment of market rates of returnThe portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.
5. **Delegation of Authority**
Management and administrative responsibility for the investment program is hereby delegated to the Chief Financial Officer who, under the delegation of the governing body, shall establish written procedures for the operation of the investment program.
6. **Ethics and Conflicts of Interest**
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
7. **Authorized Financial Dealer and Institutions**
The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.
8. **Authorized and Suitable Investments**
Investments may be made in any type of security allowed for in New Jersey Statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.
9. **Collateralization**
Funds on deposit (checking accounts, certificates of deposits, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by written agreement and held at an independent – third party institution in the name of the municipality.
10. **Safekeeping and Custody**
All security transactions, including collateral for repurchase agreements, entered into by the Borough of Englishtown, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Chief Financial Officer and evidenced by safekeeping receipts and a written custodial agreement.
11. **Diversification**
The entity shall diversify its investments to the best of its ability based on the type of fund invested and the cash flow needs of those funds. Diversification

can be by type of investment, number of institutions invested in, and length of maturity.

12. Maximum Maturities

To the extent possible, the Borough of Englishtown shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Borough of Englishtown will not directly invest in securities maturing more than 2 years from the date of purchase.

Reverse funds may be invested in securities exceeding 2 years if the maturities of such investments are made to coincide as nearly practicable with the expected use of funds.

13. Internal Control

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investment and wire transfers

14. Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should contain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. Englishtown's benchmark shall be the New Jersey Cash Management Fund.

15. Reporting

The Chief Financial Officer shall prepare an investment report at least monthly. The report should be provided to the Mayor and Council and available upon request. The report should be in a format suitable for review by the general public. An annual report should be provided to the Mayor and Council.

16. Marketing to Market

A statement of the market value of the portfolio shall be issued to the Mayor and Council quarterly if money is being invested with an approved security broker/dealer.

17. Investment Policy Adoption

This investment policy shall be adopted by the Mayor and Council. This policy shall be reviewed on an annual basis by the Chief Financial Officer and any modifications made thereto must be approved by the governing body.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-032**

RESOLUTION TO CANCEL SMALL TAX BALANCES

WHEREAS, N.J.S.A. 40A:5-17.1 provides that a municipality may authorize the processing of tax refunds of less than Ten (\$10.00) Dollars and the cancellation of tax delinquencies of less than Ten (\$10.00) Dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Englishtown that the Tax Collector is hereby authorized to process, without any further action on the part of the Governing Body, any property tax refund of less than (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized to process, without further action on the part of the Governing Body, the cancellation of any property tax delinquency of less than Ten (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Tax Collector and the Chief Financial Officer.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-033**

**AUTHORIZING EMERGENCY PURCHASES BY DEPT. HEADS
UP TO \$400.00 WITH B.A. APPROVAL**

WHEREAS, the Council of the Borough of Englishtown, having determined that it wished to maintain better control over purchases, resolved that all proposed purchases be presented in requisition form to the Council Chairperson for approval prior to expenditure; and

WHEREAS, it has since become apparent that there are certain emergency purchases that prudence dictates be made without waiting for requisition approval: and

WHEREAS, the Council is desirous of putting in place a procedure whereby certain purchases can be made as required without prior requisition approval by the Council Chairperson:

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the Borough Administrator shall be given authority to approve purchases of \$400.00 or less at her discretion without processing the purchase through the requisition approval process by the Council Chairperson.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Borough Clerk to the Borough Administrator and Chief Financial Officer.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-034**

**RESOLUTION FOR THE BOROUGH OF ENGLISHTOWN
TO SUPPORT AND PARTICIPATE IN THE
VOLUNTEER TUITION CREDIT PROGRAM (P.L. 1998, c.145)**

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, deems it appropriate to enhance the recruitment and retention of firefighters and emergency medical volunteers in the Borough of Englishtown; and

WHEREAS, the State of New Jersey has enacted P. L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, State of New Jersey, County of Monmouth that the Volunteer Tuition Credit Program as set forth in P. L. 1998, c. 145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in this municipality; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements

and to maintain files of all documents as may be required under the P. L. 1998, c. 145, a copy of which is herewith made part of this resolution.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-035**

RESOLUTION AUTHORIZING PERSONNEL POLICY

WHEREAS, The Finance and Administration Committee has submitted a Policy Manual for the Borough of Englishtown employees; and

WHEREAS, it is necessary for the governing body of the Borough of Englishtown to approve said policy for the 2013 calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Policy Manual is hereby approved as submitted, effective January 1, 2013.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-036**

RESOLUTION ADOPTING AN IDENTITY THEFT POLICY

WHEREAS, The Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft protection to be promulgated; and

WHEREAS, those rules were to be effective December 31, 2010 requiring the Borough of Englishtown to implement an identity theft program and policy, and

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey have adopted an Identity Theft Policy on November 22, 2010 per Resolution No. 2010-192, determining that the policy is in the best interest of the Borough and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the Identity Theft Policy is hereby approved for the CY 2013.

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

New Business

BOROUGH OF ENGLISHTOWN RESOLUTION NO. 2013-037

RESOLUTION IN MEMORY OF CHRISTOPHER MATLOSZ AND NAMING JANUARY 14TH “CHRISTOPHER MATLOSZ REMEMBRANCE DAY” IN THE BOROUGH OF ENGLISHTOWN IN HIS HONOR

WHEREAS, the Governing Body of the Borough of Englishtown wishes to record its deep sorrow over the senseless and tragic passing of former Englishtown Police Officer Christopher Matlosz; and

WHEREAS, Christopher Matlosz was employed as a full time police officer for the Borough of Englishtown in October 2004 prior to becoming a Lakewood Police Officer in 2006; and

WHEREAS, on January 14, 2011 Officer Christopher Matlosz’s life tragically ended while in the line of duty; and

WHEREAS, Christopher Matlosz’s service to the Borough of Englishtown was given with such dedication and devotion that he has earned the respect, admiration and friendship of all the citizens of our community that had the pleasure to know him.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, that in recognition of Christopher Matlosz, we hereby express our deep appreciation to his service to this community and extend his fiancé & family our

sincere sympathy upon his passing and hereby name January 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in his honor.

Offered by: C/Sarti

Seconded by: C/Wojyn

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. 2013-038**

**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 \$43,306.00 are hereby authorized to be paid on January 3, 2013.
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

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/Rucker. Passed unanimously.

Executive Session

There is no executive session this evening.

Adjournment

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

The time being 7:02 P.M.

January 23, 2013
Approved by Governing Body

Municipal Clerk