

**** WORKSHOP AGENDA ****

July 24, 2013

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
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:34 P.M.

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

Also present was Peter Gorbatuk, Municipal Clerk.

Discussion:

C/Wojyn noted his search for resident volunteers for the Shade Tree Commission Ordinance being introduced at this evenings meeting.

C/Krawiec would like to have recognition of employees for years of service become implemented into the Personnel Policy. C/Cooke will insert for review to Mayor and Council with other recommended changes coming from the review of the current policy. Mayor Reynolds directs Municipal Clerk to see who is due for this recognition per anniversary dates.

Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Sarti, seconded by C/Robilotti. Passed unanimously. The time being 6:37 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
 - June 26, 2013
 - June 26, 2013 Executive Session
5. Committee Reports
6. Correspondence
7. Engineering Report – June 2013
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. New Business:
 - A. Ordinance No. 2013-05
Ordinance Amending & Supplementing Title 1 “Administrative Legislation” Adding New Chapter 1.50 “Shade Tree Commission”
 - B. Resolution No. 2013-106
Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a
 - C. Resolution No. 2013-107
Authorizing Mayor to Sign – Solar Powered Bus Shelter Contract
 - D. Resolution No. 2013-108
Authorization of Services – Wilson Ave. Water Main Break
 - E. Resolution No. 2013-109
Authorizing Payment of Borough Bills
10. Tax Collector's Report

11. Public Portion
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
12. Executive Session
13. Adjournment

The meeting was called to order by Mayor Reynolds at 6:37 P.M.

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

Also present were Peter Gorbatuk, Municipal Clerk and Laurie Finger, Borough Administrator (* arrives at 6:42).

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 further corrections, deletions or additions, a motion to approve the June 26, 2013 meeting minutes was offered by C/Robilotti and seconded by C/Sarti. Passed on the following roll call:

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

There being no corrections, deletions or additions, a motion to approve the June 26, 2013 Executive Session minutes was offered by C/Robilotti and seconded by C/Krawiec. Passed on the following roll call:

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

Committee Reports

Administration, Finance & Personnel

Councilwoman Cooke reports:

- 3rd quarter tax bills have been sent out

Public Utilities

Councilwoman Robilotti reports:

- Reads aloud Public Works and Recycling Report; on file in the Municipal Clerks Office.

Code Enforcement, Public Health, Welfare & Public Events

Councilman Wojyn reports:

- Park Avenue and Main Street properties are still in the process of being resolved through Code Enforcement and the Borough Attorney.
- Will reach out to Englishtown residents regarding seats on the Shade Tree Commission. Will use the Manalapan Patch, News Transcript and other sources if needed.
- Monmouth County Fair will be held July 24th – July 29th. Encourages attendance by the community at this County event.

Public Safety

Councilwoman Krawiec reports:

- Reads Police Activity Report for June; on file in the Municipal Clerks Office.

Legislative, Insurance & Licenses -

No report this evening

Public Buildings & Grounds

- Councilman Rucker is absent; there is no report this evening.

Correspondence

Peter Gorbatuk, Municipal Clerk reports:

- Special Primary Election for U. S. Senate August 13th 6:00 A.M. – 8:00 P.M.
- Sun Pacific Power Corp proposed a better design for Englishtown Solar Bus Shelter

Mayor Reynolds reads aloud Borough Engineer report.

Public Portion – Agenda Items

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

Harold Burrows, Tennant Avenue asks why tax bills are late this year? B/A Finger explains actually they are early. County has to confirm tax rate before municipalities can send out the tax bills.

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.

New Business

**BOROUGH OF ENGLISHTOWN FIRST READING & INTRODUCTION
ORDINANCE NO. 2013-05**

**AN ORDINANCE AMENDING & SUPPLEMENTING TITLE 1
“ADMINISTRATIVE LEGISLATION” OF THE CODE OF THE BOROUGH OF
ENGLISHTOWN ADDING NEW CHAPTER 1.50
ENTITLED “SHADE TREE COMMISSION”**

A motion to introduce the above ordinance by title only was offered by C/Robilotti and seconded by C/Krawiec. Passed on the following roll call:

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Peter Gorbatuk, Municipal Clerk states the Public Hearing and Adoption on Ordinance No. 2013-03 will be held at the August 28, 2013 council meeting.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-106**

**RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO
N.J.S.A. 40A:11-12a**

WHEREAS, the Borough of Englishtown, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Englishtown has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Borough of Englishtown intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED that the Borough of Englishtown authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED that the governing body of the Borough of Englishtown pursuant to N.J.A.C. 5:30-5.5(b), that the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Financial Officer; and

BE IT FURTHER RESOLVED that the duration of the contracts between the Borough of Englishtown and Referenced State Contract Vendors shall be from January 1, 2013 to December 31, 2013.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-107**

**AUTHORIZING MAYOR TO SIGN CONTRACT FOR
SOLAR POWERED BUS SHELTERS**

WHEREAS, Sun Pacific Power Corp. of 31 E Main Street, Freehold, N.J. delivered a presentation to the governing body at the June 26, 2013 council meeting for the installation and maintenance of new solar powered New Jersey Transit bus shelters in various locations throughout the Borough; and

WHEREAS, the governing body of the Borough of Englishtown is desirous of having these solar powered New Jersey Transit bus shelters installed and maintained in the Borough and a contract has been submitted to the Municipal Clerk of the Borough of Englishtown and forwarded to the Borough Attorney for review; and

WHEREAS, the Municipal Attorney has reviewed said contract and has found no legal objections to the agreement; and

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, hereby authorizes the Mayor to execute the contract with Sun Pacific Power Corp. for the installation and maintenance of solar powered bus shelters in the Borough of Englishtown.

Offered By: C/Sarti

Seconded By: C/Robilotti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-108**

AUTHORIZATION OF SERVICES

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2625.00 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:

Wilson Avenue Water Main Break - \$5,322.86

Services From:

B & W Construction Co. of N.J. Inc.
P.O. Box 574
South River, N.J. 08882

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

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2013-109**

**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 \$642,539.78 are hereby authorized to be paid on July 24, 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/Krawiec

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

Tax Collector's Report

June 2013

2013 Taxes	\$21,820.54
<u>Interest</u>	<u>362.53</u>
Net Receipts	\$22,183.07

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.

Harold Burrows – Tennent Avenue: Asks about Monmouth County Sheriff's Office Inmate Labor Program that was used in the past. Mayor Reynolds instructs the Municipal Clerk to investigate.

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.

Executive Session

There is no executive session this evening.

At this time Mayor Reynolds adds the following resolution to tonight's agenda.

Adjournment

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

The time being 6:55 P.M.

August 28, 2013
Approved by Governing Body

Municipal Clerk