

**July 22, 2015**

**6:30 P.M.**

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

1. Meeting Called to Order and Roll Call
2. Discussion Items
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:35 P.M.

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

Also present, Peter Gorbatuk, Municipal Clerk, Laurie Finger, Administrator/CFO and Joseph Youssouf, Borough Attorney

**Discussion Items:** No discussion items

**Adjournment**

There being no further business a motion to adjourn the workshop was offered by C/Wojyn, seconded by C/Krawiec. Passed unanimously time being 6:37 P.M.

**\*\* AGENDA \*\***

**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 24, 2015
  - June 24, 2015 Executive Session
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. Old Business
  - A. Ordinance No. 2015-11 – Public Hearing & Adoption  
An Ordinance Amending and Supplementing Chapter 2.130.18 “Sign Regulations” of the Code of the Borough of Englishtown Adding New Section 2.130.18 Q Municipal Exemption.
9. New Business:
  - A. Resolution No. 2015-118  
Authorizing Renewal of the Borough of Englishtown's Alcoholic Beverage Licenses for 2015-2016
  - B. Resolution No. 2015-119  
Authorizing the Mayor and Municipal Clerk to Sign Contract For The Demolition of 17 and 68 Main Street
  - C. Resolution No. 2015-120  
Resignation of Shade Tree Secretary – Christine Robbins
  - D. Resolution No. 2015-121  
Authorizing Payment of Bills
10. Tax Collector's Report – June - 2015
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 implies 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 6:38 P.M.

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

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

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.

\*C/Cooke arrives at 6:43 PM.

### **Approval of Minutes –**

There being no further corrections, deletions or additions, a motion to approve the June 24, 2015 meeting minutes was offered by C/Krawiec and seconded by C/Wojyn.

Passed on the following roll call:

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

There being no further corrections, deletions or additions, a motion to approve the June 24, 2015 Executive Session minutes was offered by C/Krawiec and seconded by C/Wojyn. Passed on the following roll call:

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

### **Committee Reports**

#### **Administration, Finance & Personnel**

C/Cooke reports:

- Requests that all future Rice Notices be sent via e-mail as well as placing them in the Council folders. C/Krawiec would also like the e-mails to Council to include any items that are placed in Council folders that need action by the Council member.

**Public Utilities** –

C/Robilotti reports:

- Is having a difficult time contacting Jim Mastrokalos Water & Sewer Supervisor. Mayor Reynolds will call and have him get back to either B/A Finger, or C/Robilotti.

**Code Enforcement, Public Health, Welfare & Public Events**

C/Wojyn reports:

- Met with John Marini of Housing and Zoning officer and instead of standard hours on Saturdays, would like to have appointments if possible. Details to be worked out.
- Since the Annual Tree Conference is in Atlantic City this year he is not sure who will be attending.
- Shade Tree secretary Christine Robbins has resigned from the post and we will be looking for a replacement. Resolution is on tonight's meeting accepting her resignation.
- Suggested having Scarecrows along Main Street in the form of a contest this fall. People will make them and they will be placed by the trees lining Main Street. C/Robilotti suggested about possible having them judged and also getting a sponsor from town to donate prizes. C/Cooke offered to organize the event.

**Public Safety**

Councilwoman Krawiec reports:

- Reads Police report, on file in the Clerk's office.

**Legislative, Insurance & Licenses**

Councilman Sarti reports:

- We are in receipt of a refund check in the amount of \$12,293.14 from Central Jersey Health Insurance Fund.
- I will be meeting with the Municipal Clerk on Friday the 24<sup>th</sup> to go over the Cadillac Tax Plan which will take effect in with the beginning of the 2018 year.

**Public Buildings & Grounds** -

Councilman Rucker: there is no report at this time.

**Correspondence:**

Peter Gorbatuk, Municipal Clerk reports:

- The Monthly Budget Report for June 2015 was sent to Mayor and Council on July 1, 2015 and is on file in the Clerk's Office.

Mayor Reynolds requests that all Council Members must sign their Purchase Orders the Wednesday before the Council Meeting in order for the departments to process in time for the packets to go out in a timely manner.

Mayor Reynolds mentions the Water drainage at Englishtown Commons. The County Engineer along with the County Mosquito Commission, Borough Engineer, Dan Megill will be having a meeting to resolve the situation.

**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/Robilotti and seconded by C/Krawiec. Passed unanimously.

**Old Business**

**BOROUGH OF ENGLISHTOWN  
ORDINANCE NO. 2015-011**

**PUBLIC HEARING & ADOPTION**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2.130.18 “SIGN REGULATIONS” OF THE CODE OF THE BOROUGH OF ENGLISHTOWN ADDING NEW SECTION 2.130.18 Q MUNICIPAL EXEMPTION**

**ARTICLE 1**

Be it Hereby Ordained by the Mayor and Council of the Borough of Englishtown that Chapter 2.130.18 is hereby amended as follows:

{NEW SECTION} 2.130.18.Q “Municipal Exemption”: The Borough of Englishtown, its municipal departments and subdivisions, including the Board of Fire Commissioners of Fire District No. 1 Englishtown Borough are hereby exempted from any and all provisions of Chapter 2.130.18 “Sign Regulations” of the Code of the Borough of Englishtown.

**ARTICLE II**  
**SEVERABILITY**

Should a court of competent jurisdiction hold any portion, section or subsection of this ordinance invalid or unconstitutional, such provision, portion, section or subsection shall be deemed severable and shall not affect the validity of the remaining portions of this ordinance which shall remain in full force and effect.

**ARTICLE III**  
**Effective**

This Ordinance shall take effect upon final passage and publication in accordance with law.

**Public Hearing**

Mayor Reynolds opened the floor to the public for questions or comments on the above titled ordinance.

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

**Adoption**

A motion to adopt Ordinance No. 2015-11 above titled, was offered by C/Robilotti and seconded by C/Wojyn. Passed on the following roll call:

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

**New Business**

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2015-118**

**AUTHORIZING RENEWAL OF THE BOROUGH OF ENGLISHTOWN'S  
ALCOHOLIC BEVERAGE LICENSES FOR 2015-2016**

BE IT RESOLVED, by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that;

1. The applications having been found in order, all required certifications having been given and all required fees having been paid, it hereby authorizes the Municipal Clerk to issue the following alcoholic beverage licenses for the term of July 1, 2015 through June 30, 2016.

<b>Licensee</b>	<b>License Number</b>
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John F. Carroll Columbian Club	1312-31-005-001
Vrajadish, Inc. Englishtown Liquors & Convenience	1312-44-004-007
CER, Inc.	1312-33-002-006
Village Center Holdings	1312-33-003-012

Offered by: C/Robilotti

Seconded by: C/Krawiec

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. 2015-119**

**RESOLUTION AUTHORIZING THE MAYOR AND MUNICIPAL CLERK TO SIGN  
CONTRACT FOR THE DEMOLITION OF 17 AND 68 MAIN STREET**

**WHEREAS**, the Mayor and Council has awarded the contract to Caravella Contracting of E. Hanover at the June 24<sup>th</sup> 2015 Council Meeting for the demolition of structures at 17 and 68 Main Street and;

**WHEREAS**, the amount of the contract is \$39, 988.00 of which \$24,470.00 will be for 17 Main Street and \$15,384.00 for 68 Main Street totaling and not to exceed \$39,988.00.

**NOW THEREFORE BE IT RESOLVED**, that the Council of the Borough of Englishtown authorize the Mayor and Municipal Clerk execute this Contract are authorized to execute this contract with Caravella Contracting of E. Hanover.

**BE IT FURTHER RESOLVED**, that the contract was conditioned upon the Borough Attorney's review and certification by the Borough's Chief Financial Officer of the availability of funds for this project, which has all been found satisfactory.

**BE IT FURTHER RESOLVED**, that the Clerk's Office is authorized to forward a copy of this Resolution to the Borough Attorney, the Borough Engineer, Caravella Contracting of E. Hanover and the Borough's Chief Financial Officer.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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. 2015-120**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF CHRISTINE ROBBINS**

**WHEREAS**, Christine Robbins was appointed as a Deputy Clerk / Deputy Registrar and Shade Tree Secretary for the Borough of Englishtown for the year 2015; and

**WHEREAS**, Christine Robbins tendered her resignation to the Englishtown Borough Council on May 4, 2015 as Deputy Clerk and Deputy Registrar with her last day of employment being May 15, 2015; and

**WHEREAS**, Christine Robbins tendered her resignation to the Englishtown Borough Council on July 16<sup>th</sup> as Shade Tree Secretary with her last day being July 15, 2015.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the resignation of Christine Robbins from the position of Shade Tree Secretary for the year 2015.
2. That a certified copy of this Resolution be delivered to the Chief Financial Officer.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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. 2015-121**

**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 \$535,814.58 are hereby authorized to be paid on July 22, 2015.
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/Rucker, C/Sarti, C/Wojyn  
 Nays: None  
 Abstain: None  
 Absent: None

**Tax Collectors Report**

**June 2015**

2015 Taxes	28,258.37
Outside Lien Redemption	0.00
<u>Interest</u>	<u>400.00</u>
<b>Net Receipts</b>	<b>\$28,658.81</b>

**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.

Mr. Harold Burrows, 38 Tennent Avenue inquired about the location and reason for demolition of 17 and 68 Main Street. Also, Mr. Harold Burrows asks status of 4 Park Avenue, which had the fire. Mayor Reynolds updates Mr. Burrows.

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

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the public be excluded from this portion of the public meeting convened on the 25<sup>th</sup> day of March, 2015 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/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

The time being 7:00 P.M.

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

The time being 7:46 P.M.

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

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2015-122**

**RESOLUTION REGRETFULLY ACCEPTING THE  
RESIGNATION OF LAURIE FINGER**

**WHEREAS**, Laurie Finger was appointed as Borough Administrator for the Borough of Englishtown for the year 2015; and

**WHEREAS**, Laurie Finger tendered her resignation to the Englishtown Borough Council on July 20, 2015 as Borough Administrator with her last day of employment being August 7, 2015; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the resignation of Laurie Finger from the position of Borough Administrator.
2. That a certified copy of this Resolution be delivered to Laurie Finger and the Chief Financial Officer.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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. 2015-123**

**RESOLUTION AMENDING THE SALARY  
OF THE DEPUTY MUNICIPAL CLERK**

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

**WHEREAS**, Laurie Finger was appointed Deputy Municipal Clerk effective July 1, 2015 for the Borough of Englishtown at annual salary of \$7,500.00 to be paid semi-monthly; and

**WHEREAS**, it is the desire of the Governing Body to offer Laurie Finger the minimum salary for said position of \$5,000.00 annually effective August 10, 2015;

**NOW, THEREFORE, BE IT RESOLVED** that salary for Laurie Finger as Deputy Municipal Clerk the year 2015 is hereby reduced to \$5,000.00 annually effective August 10, 2015 which will be paid semi-monthly.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be delivered to Laurie Finger and the Chief Financial Officer.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**Adjournment**

There being no further business a motion to adjourn was offered by C/Robilotti, seconded by C/Krawiec. Passed unanimously.  
The time being 7:50 P.M.

August 26, 2015  
Approved by Governing Body

*Peter Gorbaturk*

\_\_\_\_\_  
Municipal Clerk