

Minutes, January 27, 2016
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**** WORKSHOP AGENDA ****
January 27, 2016
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
 - Women's History Month
 - Noise Ordinance
 - Traffic Control Standards & Requirements for Construction & Road Repairs in the Borough of Englishtown
3. Adjournment

The meeting was called to order by Council President Wojyn at 6:37 P.M.

Roll Call: Present: C/Cooke, C/Krawiec, C/Robilotti, C/Wojyn.
Absent: *C/Sarti (arrives at 6:40), C/Rucker Absent

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

Attorney Youssouf commented for the record that we have a Quorum. In the absence of Mayor Reynolds, Council President Greg Wojyn will run the meeting.

Discussion Items:

Women's History Month:

C/Cooke states that March is Women's History month and feels it would be nice to honor a woman in our community with a proclamation. She has a few ideas about some people in town however the older population is lessening. Wondered how Council felt about honoring a woman of any age and asked for some suggestions. C/Krawiec mentions honoring a businesswoman in town or a woman that has made milestones. Other suggestions were woman from a Church or Club that contributed to the community. Honoree recommendations will be discussed at the next meeting.

Noise Ordinance:

Lt. Cooke mentioned again that a Decibel Ordinance would be too costly for the Borough to administer. Presently we have a Nuisance Ordinance which allows the officers to work with the residents that may have an issue. Resident Robert Lancsak of 20 Harrison Avenue said he has contacted Consumer Affairs and they will be coming down to do a decimal level reading at his property. He has also called the Borough Code Official and left 5 messages and received no response from him. He is satisfied with the Police and the Borough Nuisance Ordinance however his quality of life has diminished and is currently being treated for anxiety.

Attorney Youssouf commented to Mr. Lancsak that it is his common law right to file a civil suit. To his benefit he suggested, that he hire an attorney and file a private suit..

Discussion items added with Council Approval

Traffic Control Standards Ordinance:

Lt Cooke passed out to Council a sample Ordinance for traffic control standards when roads are under construction, repairs and other times at which uniform traffic control is needed. After Council review and discussion, Lt. asked to have Attorney Youssouf further review and recommend any changes that are needed with the permission of Council. Council agrees to have the First Reading and Introduction of the Ordinance on the Agenda for the February 24th meeting.

C/Sarti brought to Council's attention that after the recent Snow Storm, there was difficulty locating fire hydrants. A new law which is going into effect next Monday asking Municipalities to adopt an Ordinance requiring locator poles on hydrants and property owners must dig them out. The poles cost about \$10 - \$20 each and will need 40 – 60 poles.

Adjournment

There being no further business a motion to adjourn the workshop was offered by C/Robiloti, seconded by C/Sarti. Passed unanimously. The time being 7:13 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. Proclamation: Proclaiming January Radon Action Month
5. Approval of Minutes
 - December 14, 2015
 - Reorganization Meeting – January 2, 2016
6. Committee Reports
7. Correspondence
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. Resolution No. 2016-045
Authorization of Services – Over \$2625 Annual Software Maintenance for Police Department Equipment
 - B. Resolution No. 2016-046
Authorization of Services – Over \$2625 Calcium Hypochlorite Briquette – Water Department
 - C. Resolution No. 2016-047
Authorization of Services – Over \$2625 Annual Software Maintenance for Finance, Tax, Animal & Water Sewer Departments
 - D. Resolution No. 2015-048
Appointment of Animal Control Officer – Jan (John) E. Bilyk DBA Whisper Acres
 - E. Resolution No. 2016-049
Accepting & Adopting The Monmouth County Municipal Joint Insurance Fund's 2016 Safety and Compliance Program
 - F. Resolution No. 2016-050
Authorizing Payment of Borough Bills
 - G. Resolution No. 2016-051
Appointment of Special Law Enforcement Class II Officer Ryan P. Carideo
10. Tax Collector's Report – November 2015
December 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 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 Council President Wojyn at 7:13 P.M.

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

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

Council President Gregory Wojyn presiding in the absence of Mayor Reynolds stated pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. Thus this meeting tonight is deemed in compliance with the Open Public Meetings Act.

There was a moment of silence and salute to the flag.

Approval of Minutes –

There being no corrections, deletions or additions, a motion to approve the December 14, 2015 meeting minutes was offered by C/Sarti and seconded by C/Robilotti. Passed on the following roll call:

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

A motion to approve the January 2nd, 2016 was offered by Sarti and seconded by C/Wojyn with the following corrections:

- C/Krawiec requests a correction for the DPW Supervisor be an Abstention.
- C/Cooke requests a correction for the OEM appointment be an Abstention.
- The corrections will be made for the January 2nd Reorganization Meeting.

Passed on the following roll call:

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

Council President Wojyn reads proclamation: January Radon Action Month

Committee Reports

Administration, Finance & Personnel

Councilwoman Cooke reports:

- Discussed office furniture arrangement with copy machine, a table for the hallway, a lock for the Court Room door and an estimate for an outlet in the hall alcove area.

Public Utilities

Councilwoman Robilotti reports:

- Reads Water & Sewer report on file in the Municipal Clerks office.
- With Jim Mastrokalos on vacation, during the holidays, the department ran well.
- Water Main on Hamilton will need restoration in the Spring as well as lots of repairs.
- Having difficulty getting residents to contact the Water/Sewer office to have their meters replaced. Attorney Youssouf said to send certified letters to see if response increases.

Code Enforcement, Public Health, Welfare & Public Events

Councilman Wojyn reports:

- Regarding 2 Park Avenue, the house still has not been boarded up. Attorney Youssouf said we would need a Resolution added to the Agenda this evening authorizing Mayor and Council to Solicit Quotes to secure the property.

Public Safety

Councilwoman Krawiec reports:

- Reads aloud December and 2015 annual Police activity report; on file in the Municipal Clerks Office for review.

Legislative, Insurance & Licenses -

Councilman Sarti has nothing to report this evening.

Public Buildings & Grounds

Councilman Rucker is absent; no report this evening

Correspondence

Peter Gorbatuk, Municipal Clerk reports at this time:

- The Monthly Budget Report for December 2015 and the Revenue Report for 2015 were sent to Mayor and Council on January 9th.
- Western Monmouth Emergency Medical Services supplied to Mayor and Council a 2015 report from John Cuccia Jr. he will answer any questions you may have.
- Newly Elected, current, or appointed officials seminar will be held on Saturday February 27, 2016 at Brookdale Community College Student Life Center Room SLC-106 Twin Lights Rom Parking Lot #7. Please let the

Clerk know and he will register you. CFO Laurie Finger lets Council know that this counts towards the Best Practices credits.

- Pass your committee reports to the Municipal Clerk.

Lt. Cooke reads a letter from Mr. Pete Aguagliaro a local resident who is eternally grateful for the quick response of Cpl. Martinson and Ptl. Costagliola whose actions saved their son. Lt. Cooke placed in their permanent files a Commendable Performance Notice.

Public Portion – Agenda Items

Council President Wojyn opens the floor to the public for discussion limited to agenda items only. Motion made by C/Sarti, Second by C/Cooke

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.

New Business

BOROUGH OF ENGLISHTOWN RESOLUTION NO. 2016-045

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:

Livescan 2016 Maintenance for the Police Department.....\$2,633.69

Services From:

MorphoTrak, LLC
14 Columbia Circle Drive S-102
Albany, NY 12203

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. 2016-046**

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:

Calcium Hypochlorite Briquette – Water Department.....\$2.857.44

Services From:

G.P. Jager & Associates, Inc.
P.O. Box 50
Boontown, NJ 07005

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/Cooke

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. 2016-047**

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:

Software Maintenance for Finance, Tax, Animal & Water Sewer
Departments.....\$10,259.00

Services From:

Edmunds & Associates
301 – A Tilton Road
Northfield, NJ 08225

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. 2016-048**

APPOINTMENT OF ANIMAL CONTROL OFFICER

WHEREAS, the Mayor and Council of the Borough of Englishtown are knowledgeable that there is a need for an Animal Control Officer to perform Animal Control services within the Borough of Englishtown.

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

1. Jan (John) E. Bilyk (d/b/a Whisper Acres) of Jackson, N.J. is a certified animal control officer who will perform all duties required of the position and outlined in the contract.
2. The Mayor and Municipal Clerk are authorized to execute a 1-year agreement between Jan E. Bilyk (d/b/a Whisper Acres) and the Borough of Englishtown for Animal Control Services for a one-year period commencing March 1, 2016 through February 28, 2017 at an annual compensation of fourteen hundred dollars (\$1400.00).

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, hereby authorizes the Mayor and Borough Clerk to execute the contract with Jan (John) E. Bilyk (d/b/a Whisper Acres) of Jackson, N.J for Animal Control Services.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Borough of Englishtown Chief Financial Officer and Jan (John) E. Bilyk (d/b/a Whisper Acres).

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. 2016-049**

**RESOLUTION ACCEPTING AND ADOPTING
THE MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND'S
2016 SAFETY AND COMPLIANCE PROGRAM**

WHEREAS, the Borough of Englishtown is a member of the Monmouth County Municipal Joint Insurance Fund (MONMOUTH JIF); and

WHEREAS, it is the policy of the MONMOUTH JIF to achieve the best and most practical degree of freedom from accidents and/or injuries; and

WHEREAS, the MONMOUTH JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the MONMOUTH JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the MONMOUTH JIFs Safety Committee is made up of volunteers representing many of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, over the past year, the MONMOUTH JIF'S Safety Committee has worked hard to develop a new Safety and Compliance Program like none other in the State that will better represent the members of the Fund's needs; and

WHEREAS, the new Program will assist all the Monmouth JIF's members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

WHEREAS, the MONMOUTH JIF has adopted the new 2016 SAFETY AND COMPLIANCE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

WHEREAS, the Clerk/Administrator of the Borough of Englishtown has reviewed this SAFETY AND COMPLIANCE PROGRAM and has recommended its adoption by the Governing Body; and

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Monmouth County Municipal Joint Insurance Fund SAFETY AND COMPLIANCE PROGRAM be adopted by the Borough of Englishtown and the Mayor and Municipal Clerk are hereby authorized to sign the 2016 Safety Contract.

Offered By: C/Robilotti

Seconded By: C/Cooke

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. 2016-050**

**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 \$518,673.56 are hereby authorized to be paid on January 27, 2016.
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/Sarti

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. 2016-051**

**APPOINTMENT OF SPECIAL LAW
ENFORCEMENT CLASS II OFFICER**

WHEREAS, there is a need to hire a special law enforcement Class II officer; and

WHEREAS, the public safety committee has recommended Ryan P. Carideo of Jamesburg, N.J. for the position and have offered him a conditional offer of employment, Resolution No. 2015-166, on December 14, 2015; and

WHEREAS, the appointment was conditional upon Ryan P. Carideo passing a physical examination, psychological evaluation and firearms qualification, all of which have been met.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Ryan P. Carideo is hereby appointed special law enforcement Class II officer for the Borough of Englishtown as follows:

1. Appointment is effective January 4, 2016.
2. Salary is effective January 4, 2016 in the amount of \$12.00 per hour, paid semi-monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on January 4, 2016.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief Financial Officer, Lieutenant Cooke, Police Commissioner and Ryan P. Carideo.

Offered By: C/Krawiec

Seconded By: C/Robilotti

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

Tax Collector's Report**November 2015**

2016 Taxes Year	\$3,489.14
2015 Taxes Year	992,054.10
Outside Lien Redemption	0.00
Interest	2,341.18
Cost of Sale	1,631.04
Duplicate Bill Fee	10.00
Return Check Fee	20.00
MUA Tax Sale	1,722.16
Net Receipts	\$1,001,267.62

December 2015

2016 Taxes	\$2,864.67
2015 Taxes	41,022.68
Tax Sale Premium	83,700.00
Interest	1,655.31
Cost of Sale	688.90
Net Receipts	\$129,931.56

CFO Finger mentions some repercussions from this year's tax sale. Three properties were struck off to the Borough. This resulted in less surplus being realized in 2015.

Public Portion

Motion to open Public Portion by C/Sarti, seconded by C/Krawiec

C/President Wojyn opens the floor to the public for discussion on anything they wish to bring to the attention to the governing body.

John Holden – Carriage Lane was not happy with the Snow Plowing on his Borough Street. It is not sufficient to have one pass in the middle of the road. They could have made the plowing lane much wider.

At this time he also questioned his tax bill and what he pays to his mortgage company. CFO Finger mentioned he should call his mortgage company to discuss his escrow.

Mr. Holden also mentioned that the association and the home owners paid a lot of money to have their detention basins fixed, however a problem still exists in the piping that is clogged between both basins and causes a backup. Council asked if Mr. Holden would be available to meet with Borough Engineer Tom Herits and show him exactly where the problem is to survey the area. Mr. Holden agreed.

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

At this time C/President Wojyn adds the following resolution to tonight's agenda.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-052**

**RESOLUTION AUTHORIZING THE SOLICITATION OF QUOTES
FOR SECURING THE PREMESIS LOCATED AT 2 PARK AVENUE**

WHEREAS, on March 9, 2015 a fire occurred in a 2 story residential building at 2 Park Avenue; and

WHEREAS, on March 10, 2015 a Notice of Unsafe Structure was issued by the Construction Department and ordered to board up all openings to prevent unauthorized entry; and

WHEREAS, NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, is authorizing the solicitation of quotes for this project of securing the residential structure at 2 Park Avenue.

Offered By: C/Cooke

Seconded By: C/Robilotti

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

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: Personnel

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 or 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 Sections 8 of N.J.S.A. 10:4-12b is required to discuss attorney performance.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the public be excluded from this portion of the public meeting convened on the 27th. day of January, 2016 pursuant to Section 8 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/Sarti

Passed unanimously

The time being 8:22 P.M.

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

The time being 8:58 P.M.

Adjournment

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

The time being 8:59 P.M.

February 24, 2016

Approved by Governing Body

Peter Gerbatuk

Municipal Clerk