

**** WORKSHOP AGENDA ****

July 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
3. Adjournment

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

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

Also present, Peter Gorbatuk, Municipal Clerk, Laurie Finger, CFO

Discussion Items: No discussion items.

Adjournment

There being no discussion items on the Workshop Agenda, Mayor Reynolds asks for a motion to close the workshop meeting. Offered by C/ Sarti, seconded by C/Wojyn. Passed unanimously. The time being 6:35 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

Approval of Minutes

- May 25, 2016
- May 25, 2016 Executive Session
- June 22, 2016
- June 22, 2016 Executive Session

4. Committee Reports
5. Correspondence

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. New Business:
 - A. Resolution No. 2016-097
Authorizing Mayor and Municipal Clerk to Execute Mortgage Modification Agreement for the Borough of Englishtown's Housing Rehabilitation Program Client
 - B. Resolution No. 2016-098
Resolution Amending the Retirement Date of Wayne D. Krawiec
 - C. Resolution No. 2016-099
Granting Veteran Deduction for 2016 Tax Year
 - D. Resolution No. 2016-100
Authorization of Purchases Over \$2625.00 Taser Equipment & Accessories for Police Department
 - E. Resolution No. 2016-101
Authorization of Purchases Over \$2625.00
20 Water Meters for the Water Department
 - F. Resolution No. 2016-102
Regretfully Accepting the Resignation of Patrolman Nicola Costagliola
 - G. Resolution No. 2016-103
Authorizing Payment of Borough Bills
8. Tax Collector's Report – June - 2016
9. 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.
10. Executive Session
11. Adjournment

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

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

Also present, Peter Gorbatuk, Municipal Clerk, Laurie Finger, CFO

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 May 27, 2016, and June 22, 2016 meeting minutes and executive session minutes was offered by C/Mann and seconded by C/Wojyn. Passed on the following roll call:

Roll Call: Ayes: C/Cooke, C/Mann, C/Robilotti, C/Sarti, C/Wojyn
Nays: None
Abstain: C/Robilotti abstains on Executive Minutes for June and C/Sarti abstains on Regular and Executive Minutes for June.
Absent: C/Krawiec

Committee Reports

Administration, Finance & Personnel

C/Cooke reports:

- The new telephone equipment is installed and working well with a few minor issues. E-mail is being addressed and there may be a need for an additional side panel in the Administration office that attaches to the phone showing all the extensions.

Public Utilities –

C/Robilotti reports: No report at this time.

Public Buildings & Grounds

C/Wojyn reports:

- Carriage Lane drainage pond has been cleaned as reported by Department of Public Works Supervisor Dan Megill.
- Would like to discuss a staffing item in Executive Session.

Legislative, Insurance & Licenses

C/Sarti reports: No report at this time under Legislative, Insurance & Licenses.

- C/Sarti reads the Police report under Public Safety for C/Krawiec who is absent. The report is on file in the Clerk's office.

Code Enforcement, Public Health, Welfare & Public Events

Councilman Mann reports:

- There is a television on Pine Street and another on Harrison Avenue . The Public Works department has picked them up.
- Received a call from resident Robert Lancsak Jr. regarding the noise complaint and within 3 minutes I was at his house, there was minimal noise.

Correspondence:

Municipal Clerk Peter Gorbatuk reports:

- The Monthly Budget Report for June 2016 was sent to Mayor and Council on June 4, 2016 and is on file in the Clerk's Office.
- The Clerk's office has received a Shutdown Notice from the Department of Transportation informing the Municipalities all road, bridge work etc. funded by the N.J. Department of Transportation Trust Fund has been shut down until further notice.
- I have received an "Affidavit of Tax Bill Mailing" from the Borough Tax Collector Janice Garcia stating the mailing of all original tax bills for 2016 final and 2017 preliminary installments was completed on July 20, 2016 and pursuant to N.J.S.A. 54: 4-66 the payment for 3rd quarter 2016 installment must be received by August 17, 2016 after which time all receipts shall be deemed delinquent with interest accruing from the statutory due date of August 1, 2016.
- Please forward your reports to the Clerk.

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 were offered by C/Robilotti and seconded by C/Wojyn. Passed unanimously.

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-097**

**AUTHORIZING MAYOR AND MUNICIPAL CLERK TO EXECUTE MORTGAGE
MODIFICATION AGREEMENT FOR THE BOROUGH OF ENGLISHTOWN'S
HOUSING REHABILATON PROGRAM CLIENT**

WHEREAS, an agreement has been submitted to the Municipal Clerk of the Borough of Englishtown by the Monmouth County Division of Planning Office of Community Development; and

WHEREAS, the Borough Attorney has reviewed said contract and has found no legal objections to the agreement.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Mayor and Municipal Clerk are hereby authorized to execute the agreement with the Monmouth County Division of Planning Office of Community Development.

Offered By: C/Robilotti

Seconded By: C/Sarti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-098**

**RESOLUTION AMENDING THE RETIREMENT DATE OF
WAYNE KRAWIEC**

WHEREAS, Wayne D. Krawiec did tender his resignation to the Englishtown Borough Council on April 27, 2016 with his last day of employment being September 15, 2016.

WHEREAS, the date has now been changed to September 16, 2016.

NOW, THEREFORE, BE IT RESOLVED that:

1. The effective date of retirement be amended to read September 16, 2016.
2. That a certified copy of this Resolution be delivered to the Chief Financial Officer and DPW Supervisor.

Offered by: C/Robilotti

Seconded by: C/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-099**

**GRANTING VETERAN
DEDUCTION FOR 2016 TAX YEAR**

WHEREAS, the Borough of Englishtown Tax Collector has reported the need to grant a veteran deduction for the year 2016; and

WHEREAS, the deduction is for Henry Kuchinski Jr. 11 Hamilton Street, Block 13, Lot 10 to be applied to taxes, in the amount of \$250.00.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough

of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes the above deduction.

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

Offered By: C/Robilotti

Seconded By: C/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-100**

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:

Taser Equipment & Accessories for Police Department, not to exceed...\$4,272.42

Services From:

Taser International
17800 N. 85th Street
Scottsdale, AZ 85255

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/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-101**

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:

20 Water Meters for Water Department, not to exceed...\$3,030.00

Services From:

Allied Meter Service Inc.
340 E. Broad Street
PO Box 617
Burlington, NJ 08016

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/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-102**

**RESOLUTION REGRETFULLY ACCEPTING THE
RESIGNATION OF NICOLA COSTAGLIOLA**

WHEREAS, Nicola Costagliola served as a Patrolman for the Borough of Englishtown; and

WHEREAS, Nicola Costaglioia did tender his resignation to the Englishtown Borough Council on the 22nd of July with his last day of employment being July 24, 2016.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Englishtown Borough Council regretfully accepts the resignation of Nicola Costagliola.
2. That a certified copy of this Resolution be delivered to the Chief Financial Officer and Lt. Cooke

Offered by: C/Robilotti

Seconded by: C/Cooke

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-103**

**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 \$720,865.69 are hereby authorized to be paid on July 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/Cooke

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

Tax Collectors Report**June 2016**

2016 Taxes	\$984,206.39
Outside Lien Redemption	23,411.81
Interest	445.85
<u>Duplicate Bill Fee</u>	<u>20.00</u>
Net Receipts	\$1,008,084.05

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 of 38 Tennent Avenue asks about the status of 2 Park Avenue. Mayor Reynolds responds the house has been sold and is being rebuilt.

Harrold Burrows also asks about the status of the French Property next door to the Municipal Building. Mayor Reynolds responds saying it will become a Parking lot. Awaiting clearance from NJDEP.

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

**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 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 25th 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/Mann

Seconded By: C/Cooke

Passed unanimously

The time being 6:51 P.M.

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

The time being 7:03 P.M.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-104**

**APPOINTMENT OF
FULL TIME POLICE OFFICER**

WHEREAS, there is a need to hire a full time police officer; and

WHEREAS, the public safety committee has recommended Ryan Carideo of Jamesburg, N.J. for the position.

WHEREAS, Ryan Carideo is eligible for enrollment into PFRS; and

WHEREAS, Ryan Carideo will be sworn in by the Municipal Clerk on July 28, 2016 as a full time officer for the Borough of Englishtown.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Ryan Carideo is hereby appointed police officer for the Borough of Englishtown as follows:

1. Appointment is effective July 28, 2016.
2. Salary is effective July 28, 2016 in the amount of \$39,149.00 per annum, paid semi-monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on July 28, 2017.

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 Carideo.

Offered By: C/Mann

Seconded By: C/Robilotti

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-105**

**CONDITIONAL OFFER OF EMPLOYMENT FOR SPECIAL LAW
ENFORCEMENT CLASS II OFFICER**

WHEREAS, it is the recommendation of Lt. Cooke and the Police Commission to make a conditional offer of employment to Matthew Buono of Jackson N.J. for the position of Special Law Enforcement Class II Officer for the Englishtown Police Department; and

WHEREAS, that the following appointment is conditional upon the successful passing a background check, a physical examination, psychological evaluation and firearms qualification; and

WHEREAS, said appointments shall be in accordance with any existing laws or policies regulating said office; and

WHEREAS, the date of hire shall be determined by Lt. Cooke and the salary shall be at the rate of \$12.00 per hour.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Lt. Cooke is authorized to offer a conditional offer of employment to Matthew Buono for the position of Special Law Enforcement Class II Officer and the following appointment is conditional upon successfully passing a physical examination, psychological evaluation and firearms qualification.

Offered by: C/Robilotti

Seconded by: C/Sarti

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

Nays: None

Abstain: None

Absent: C/Krawiec

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-106**

**CONDITIONAL OFFER OF EMPLOYMENT FOR SPECIAL LAW
ENFORCEMENT CLASS II OFFICER**

WHEREAS, it is the recommendation of Lt. Cooke and the Police Commission to make a conditional offer of employment to Kevin Romano of Elberon, N.J. for the position of Special Law Enforcement Class II Officer for the Englishtown Police Department; and

WHEREAS, that the following appointment is conditional upon the successful passing a background check, a physical examination, psychological evaluation and firearms qualification; and

WHEREAS, said appointments shall be in accordance with any existing laws or policies regulating said office; and

WHEREAS, the date of hire shall be determined by Lt. Cooke and the salary shall be at the rate of \$12.00 per hour.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Lt. Cooke is authorized to offer a conditional offer of employment to Kevin Romano for the position of Special Law Enforcement Class II Officer and the following appointment is conditional upon successfully passing a physical examination, psychological evaluation and firearms qualification.

Offered by: C/Robilotti

Seconded by: C/Mann

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

Nays: None

Abstain: None

Absent: C/Krawiec

Adjournment

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

The time being 7:11 P.M.

August 24, 2016

Approved by Governing Body

Peter Gorbatak

Municipal Clerk