

**** WORKSHOP AGENDA ****

June 22, 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/Krawiec, C/Mann, C/Wojyn
Absent: C/Sarti, C/Robilotti

Also present, Peter Gorbaturk, Municipal Clerk, Laurie Finger, CFO and Joseph Youssef, Borough Attorney

Discussion Items: Mayor Reynolds opens saying there are no Discussion Items on the Workshop Agenda. We will proceed into the Regularly Scheduled Meeting.

**** 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. Presentation: 2015 Audit by Robert Allison of Holman, Frenia, & Allison, P.C.
5. Approval of Minutes
 - May 25, 2016
 - May 25, 2016 Executive Session
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. Old Business:
 - A. Ordinance No. 2016-05 – Public Hearing & Adoption
Ordinance Establishing Limits for Salaries of the Employees of the Borough of Englishtown, County of Monmouth, State of N.J.

10. New Business:
 - A. Resolution No. 2016-091
Authorizing Renewal of the Borough of Englishtown's Alcoholic Beverage Licenses for 2016-2017
 - B. Resolution No. 2016-092
2015 Audit of the Borough of Englishtown Division of Local Government
 - C. Resolution No. 2016-093
2016 Designation of Salaries
 - D. Resolution No. 2016-094
Authorizing Payment of Borough Bills

11. Tax Collector's Report – May - 2016

12. 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.

13. Executive Session

14. Adjournment

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

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

Presentation of the 2015 Audit

Mr. Matt Holman of Holman, Frenia, & Allison, P.C. represented the firm in place of Mr. Robert Allison who was scheduled to be the presenter.

Mr. Holman informed Mayor and Council that the Audit was completed on May 25, 2016. Once again, the Borough received a rating of an “unmodified report” with a clean opinion. There were no internal control deficiencies and No Recommendations & Findings.

Mr. Holman stated that he held a detailed exit conference with the Borough CFO and commended the staff on a great job with the financial records.

Mr. Holman proceeded with explaining the financial statements to Council and answering questions from the governing body members.

Approval of Minutes

C/Cooke states that she would like to table the Approval of Minutes until the next meeting.

C/Krawiec offers the motion, seconded by C/Wojyn

Committee Reports

Administration, Finance & Personnel

Councilwoman Cooke reports:

- Tax Assessor Mark Fitzpatrick will be changing his in-house hours to appointment only. He will be available by e-mail/phone all the time and not only on Tuesday nights. The web-site and voice mail message will be changed in the near future. Perhaps this structure can include Code and Zoning; it would be more efficient and better service to the community.
- Our website is currently being updated by Laurie Finger and she is the only one who knows how use the website. There is a need at times to have immediate postings which are not possible with the present structure. The website is outdated and not user friendly. We need to move forward to change it.
- A letter went out stating that brush will be picked up for the remainder of the year; that being July and October. Electronics cannot be placed at curbside, however they can be dropped off at the Borough Recycling Center or taken to Marlboro Township at 1979 Township Drive, Freehold Township at 66 Jackson Mills Road, or Freehold Borough at 161 Center Street. For more information go to visitmonmouth.com and click recycling.
- Tax appeals are going well, only one left to negotiate.

Public Utilities

Councilwoman Robilotti is absent at this time.

Public Buildings & Grounds

Councilman Wojyn reports:

- Would like to add a Resolution at the end of the meeting for the purchase of a line striper for the Department of Public Works.
- A resident at 14 Northgate brought to his attention cracks /pothole in the street, will follow up. There has been an issue with our pothole repair machine and the vendor is expected to examine it.

Public Safety

Councilwoman Krawiec reports:

- Reads Police report, on file in the Clerk's office.
- Patrolman Liotta has completed required training and his BCPO Certificate arrived from the PTC earlier this month.
- Click-It or Ticket campaign is completed with a total of 424 MV stops for a variety of violations not just seatbelt infractions. (Full report on file in the Municipal Clerk's office)
- The Police Department received a \$5,000 check from a grant towards 10 body worn cameras. Lt. Cooke and Patrolman Costagliola received the required training and presently awaiting our IT person to do further required installation. The cameras are the newest technology and are user friendly

Legislative, Insurance & Licenses

Councilman Sarti is absent.

Code Enforcement, Public Health, Welfare & Public Events

Councilman Mann reports:

- The Harrison Avenue noise complaint is still being investigated. There will be a report issued soon.

Correspondence:

Municipal Clerk Peter Gorbatuk reports:

- The Monthly Budget Report for May 2016 was sent to Mayor and Council on June 4, 2016 and is on file in the Clerk's Office.
- Reminds Mayor and Council to remain after the meeting to sign the Group Affidavit concerning the Annual Audit.

C/Robilotti arrives 7:00 P.M.

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/Krawiec. Passed unanimously.

Old Business

**BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2016-05**

PUBLIC HEARING & ADOPTION

**ORDINANCE ESTABLISHING LIMITS FOR SALARIES OF THE EMPLOYEES OF
THE BOROUGH OF ENGLISHTOWN, COUNTY OF MONMOUTH,
STATE OF NEW JERSEY**

BE IT ORDAINED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth and State of New Jersey that the following changes shall be incorporated into Chapter 1.37 of the Code of the Borough of Englishtown entitled "Salaries and Compensation"

Section I: The annual salary ranges are established as follows, and the Borough Chief Financial Officer is hereby authorized to transfer such sums of money from such payroll from the time as directed by Salary Resolution of the Governing Body.

<u>POSITION</u>	<u>SALARIES</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
DEPUTY MUNICIPAL COURT ADMINISTRATOR	\$18,000.00	\$45,000.00

Section II: Salaries shall be set forth by Resolution of Mayor and Council within the aforementioned salary guidelines.

Section III: Payment of salaries shall be in equal semi-monthly or other installments as the Mayor and Council may from time to time resolve.

Section IV: All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed.

Section V: This ordinance shall take effect upon its passage and publication according to law.

Public Hearing

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

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

Adoption

A motion to adopt Ordinance No. 2016-05 above titled, was offered by C/Mann and seconded by C/Krawiec. Passed on the following roll call:

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

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-091**

**AUTHORIZING RENEWAL OF THE BOROUGH OF ENGLISHTOWN'S
ALCOHOLIC BEVERAGE LICENSES FOR 2016-2017**

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, 2016 through June 30, 2017.

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

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-092**

**2015 AUDIT OF THE BOROUGH OF ENGLISHTOWN
DIVISION OF LOCAL GOVERNMENT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled "Comments and Recommendations"; and

WHEREAS, the members of the governing body have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of the New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW THEREFORE BE IT RESOLVED, that the governing body of the Borough of Englishtown, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-093**

DESIGNATION OF SALARIES

WHEREAS, the Mayor and Council of the Borough of Englishtown adopted an Ordinance entitled "An Ordinance establishing limits for salaries of the Employees in the Borough of Englishtown, County of Monmouth, State of New Jersey"; and

WHEREAS, said salaries provided certain ranges for the positions set forth; and

NOW, THEREFORE, BE IT RESOLVED that it is the determination of the Mayor and Council of the Borough of Englishtown that annual salaries for said positions shall be fixed as follows for the year 2016 unless otherwise indicated.

Position		2016 Annual Salary
Governing Body		
	Mayor	\$ 4,000.00
	Council	\$ 3,500.00
Municipal Clerk	Peter Gorbaturk	\$ 53,480.27
Deputy Municipal Clerk p/t	Laurie Finger	\$ 5,000.00
Chief Financial Officer	Laurie Finger	\$ 25,743.45
Finance Clerk	Jeanne Keevins	\$ 40,226.96
Municipal Housing Liaison	Celia Hecht	\$ 574.34
Court		
Magistrate	Judge Newman	\$ 19,010.81
Court Administrator	Patricia Marone	\$ 52,020.00
Deputy Court Admin	Lisa Langlois	\$ 35,700.00
Prosecutor	Richard Kelly	\$ 350.00 per session
Public Defender	Christopher K.Koutsouris	\$ 250.00 per session
Dept. Public Works-Level 1	Wayne Krawiec	\$ 29,696.76
DPW Foreman		\$ 4,075.13 \$ 33,771.89
Dept. Public Works p/t	Stanley Matthews	\$ 11.50 per hour
Dept. Public Works p/t	Robert Smith	\$ 10.20 per hour

Water Department Supervisor	Jim Mastrokalos	\$ 15,701.96	
Water Department Clerk	Celia Hecht	\$ 14,570.95	
Sewer Department Supervisor	Jim Mastrokalos	\$ 15,701.96	
Sewer Department Clerk	Celia Hecht	\$ 14,570.95	
Code Enforcement Officer Fire District Shared Service	Ed Miller	\$ 6,099.13	
		\$ 15,000.00	\$ 21,099.13
Housing Inspector Fire District Shared Service	John Marini	\$ 7,276.42	
		\$ 2,000.00	\$ 9,276.42
Zoning Officer	John Marini	\$ 5,717.18	
Tax Department			
Tax Collector	Janice Garcia	\$ 10,257.79	
Tax Clerk	Celia Hecht	\$ 1,148.70	
Tax Assessor	Mark Fitzpatrick	\$ 11,444.40	
Planning/Zoning Bd. Secretary	Celia Hecht	\$ 3,063.36	
Shade Tree Commission Secretary	Vacant	\$	
Emergency Management Coordinator	Peter S. Cooke Jr.	\$ 1,591.81	
Police Lieutenant	Peter S. Cooke Jr.	\$ 88,162.25	
Special Law Enforcement Officer-Class II	Michael L. Makwinski	\$ 12.24 per hour	
Special Law Enforcement Officer-Class II	Katelyn N. Kwiecinski	\$ 12.24 per hour	
Special Law Enforcement Officer-Class II	Ryan P. Carideo	\$ 12.24 per hour	

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

Nays: None

Abstain: C/Cooke abstains on Police Lieutenant, and EMS. & C/Krawiec on DPW & DPW Foreman

Absent: C/Sarti

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-094**

**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 \$499,070.54 are hereby authorized to be paid on June 22, 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/Krawiec

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

Nays: None

Abstain: None

Absent: C/Sarti

Tax Collectors Report

May 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

Mayor Reynolds adds Resolution #2016-095 to the Agenda

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-095**

AUTHORIZATION OF PURCHASES OVER \$2625.00

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2,625.00 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:

Department of Public Works
Line Striper and Attachments
\$5,502.24

Services From: Sealmaster Products and Services
6853 Ruppsville Road
Allentown, PA 18106

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/Mann, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: C/Sarti

CFO Laurie Finger excuses self from the meeting at this time.

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.

John Holbe, 77 Carriage Lane asks when the anticipated paving of Carriage Lane will be. Mayor Reynolds and Municipal Clerk respond August / September.

Hr. Holbe stated that the detention pond that was cleaned by the municipality, the contractor cleaned the pipe but left the contents of the pipe in the detention pond. Mayor Reynolds asks

the Municipal Clerk to contact the DPW department Supervisor Dan Megill to resolve this matter.

Mr. Harold Burrows, 38 Tennent Avenue mentions a letter informing the residents of brush pickups and electronics procedures had grammatical errors. Mayor and Council will address this matter.

Mr. Burrows stated that since the change of the right hand turn sign on Tennent and Main, to no right hand turns from 7AM -7PM, the traffic on the side streets has increased. Mayor Reynolds said there is a project with Monmouth County to also address Tennent Avenue & Main Street and Main Street & Water Street, however this will take another year or two to complete.

Steven Bloom, 11 Lasatta Avenue questioned the parking of cars on Lasatta Avenue. Lt. Cooke responded that there is no parking at the corner by the Knights of Columbus and no truck parking anywhere on Lasatta Avenue.

Mr. Bloom stated that he used to go to Manalapan to drop off Recycling but recently he was stopped from doing this. Mayor Reynolds asked the Municipal Clerk to check with the DPW Supervisor Dan Megill to see if there is an agreement on file for recycling.

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: Litigation, Personnel Policy

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 7:31 P.M.

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

The time being 8:25 P.M.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2016-096**

**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 Michael Louis Makwinski of Millstone, N.J. for the position.

WHEREAS, Michael Louis Makwinski is eligible for enrollment into PFRS; and

WHEREAS, Michael Louis Makwinski will be sworn in by the Municipal Clerk on June 23, 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 Michael Louis Makwinski is hereby appointed police officer for the Borough of Englishtown as follows:

1. Appointment is effective June 23, 2016.
2. Salary is effective June 23, 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 June 23, 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 Michael Louis Makwinski.

Offered By: C/Krawiec

Seconded By: C/Robilotti

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

Adjournment

There being no further business a motion to adjourn was offered by C/Robilotti, seconded by C/Wojyn Passed unanimously.
The time being 8:27 P.M.

July 27, 2016
Approved by Governing Body

Peter Gorbatur
Municipal Clerk