

**** AGENDA ****

January 3, 2017

6:30 P.M.

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

1. Oath of Office administered by Municipal Clerk Peter Gorbatak

Gregory W. Wojyn, Council	3-Year Term - Exp. 12/31/19
Dan Marter, Council	3-Year Term - Exp. 12/31/19
Eric L. Mann, Council	1-Year Unexpired Term - Exp. 12/31/17

2. Meeting Called to Order

3. Roll Call

4. Statement of Compliance with Sunshine Law

5. Moment of Silence and Salute to the Flag.

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. Nominations for Council President

8. Mayor's Appointments: Unified Planning/Zoning Board

Class I, Official	Thomas Reynolds	1 Year Term - Exp. 12/31/17
Class II, Official	James Mastrokalos	1 Year Term - Exp. 12/31/17
Class III, Council Rep	Cindy Robilotti	1 Year Term - Exp. 12/31/17
Alternate 1	Wayne Krawiec	2 Year Term - Exp. 12/31/18
Alternate 2	Keith Mandato	2 Year Term - Exp. 12/31/18

9. Mayor's Appointments: Shade Tree Commission

Cindy Robilotti	3 Yr. Term	1/1/17 – 12/31/19
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10. **Municipal & Professional Appointments – Individual Roll Call**

<u>Resolution 2017-001</u>	Municipal Appointments
<u>Resolution 2017-002</u>	Appointment of Borough Engineer
<u>Resolution 2017-003</u>	Appointment of Borough Attorney
Oath of Office:	Joseph D. Youssef – 1 yr. term

<u>Resolution 2017-004</u>	Appointment of Bond Counsel
<u>Resolution 2017-005</u>	Appointment of Borough Auditor
<u>Resolution 2017-006</u>	Appointment of Prosecutor
<u>Resolution 2017-007</u>	Appointment of Co-Prosecutor
<u>Resolution 2017-008</u>	Appointment of Public Defender
<u>Resolution 2017-009</u>	Appointment of Co–Public Defender
<u>Resolution 2017-010</u>	Appointment of Class III Member – UPZB
<u>Resolution 2017-011</u>	Appointment of Police Commissioner
<u>Resolution 2017-012</u>	Appointment of Police Commission
<u>Resolution 2017-013</u>	Mayor’s Appointment of Committee Assignments

11. **Reorganization Business – Individual Roll Call**

<u>Resolution 2017-014</u>	2017 Temporary Operating Budget
<u>Resolution 2017-015</u>	2017 Debt Service Budget

12. **Reorganization Business – Consent Agenda**

All items listed under agenda item number 12 are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Resolution 2017-016	Appointment of Cross-Acceptance Rep & Alternate
Resolution 2017-017	Appointment of CD Citizens Representative
Resolution 2017-018	Appointment of Local Compliance Officer and Affirmative Action Officer
Resolution 2017-019	Appointment of Borough Historian
Resolution 2017-020	Designating Meeting Dates
Resolution 2017-021	Designating Official Newspapers
Resolution 2017-022	Establishing Official Rules of Conduct
Resolution 2017-023	Establishing Council Salaries Rules
Resolution 2017-024	Authorizing 2017 Employee Holiday Schedule
Resolution 2017-025	Designating Depositories
Resolution 2017-026	Prompt Payment of Taxes and Interest Rates
Resolution 2017-027	Authority To Borough CFO to Prepay Selective Bills
Resolution 2017-028	Authorizing to Maintain Petty Cash Funds
Resolution 2017-029	Authorizing 2017 Organizational Chart
Resolution 2017-030	Establishing Investment Policy
Resolution 2017-031	Resolution to Cancel Small Tax Balances
Resolution 2017-032	Resolution to Cancel Small Water/Sewer Balances

Resolution 2017-033	Authorizing Emergency Purchases by Dept. Heads up to \$400.00 with B.A. Approval
Resolution 2017-034	Support & Participation in the Volunteer Tuition Credit Program
Resolution 2017-035	Authorizing Personnel Policy for CY2017
Resolution 2017-036	Authorizing Identity Theft Policy for CY2017
Resolution 2017-037	Acknowledgement of Inter-local Agreement with The Board of Fire Commissioners of Fire District No. 1 for the Provision of Uniform Fire Code Enforcement Services for 2017

13. **New Business**

- A. Resolution No. 2017-038
Resolution in Memory of Christopher Matlosz and Naming January 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in His Honor
- B. Resolution No. 2017-039
Authorizing an Inter-local Services Agreement with the Borough of Freehold for a Certified Public Works Manager and Certified Recycling Coordinator for CY 2017
- C. Resolution No. 2017- 040
Appointing SEC Continuing Disclosure Agent Phoenix Advisors, LLC of Bordentown NJ for the Filing of Necessary Disclosure Documents in Accordance with the Security Exchange Commission (SEC)
- D. Resolution No. 2017-041
Authorizing Payment of Borough Bills

14. **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.

15. **Executive Session**

16. **Adjournment**

Oath of Office

Attorney Joseph Youssouf administered Oath of Office to newly elected officials C/Wojyn, C/Mann, C/Marter.

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

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

Also present were Laurie Finger, Deputy Municipal Clerk/CFO and 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, 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.

Public Portion – Agenda Items

A Motion to open the Public Portion was made by C/Robilotti and Seconded by C/Krawiec

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.

Nominations for Council President

Mayor Reynolds requested nominations for Council President at which time Eric Mann was nominated by C/Wojyn and seconded by C/Robilotti.

Mayor Reynolds requested any further nominations for Council President at which time Gregory Wojyn was nominated by C/Krawiec and seconded by C/Cooke.

There were no further nominations.

The Following Vote for Eric Mann:

Roll Call: Ayes: C/Robilotti
Nayes: C/Krawiec, C/Cooke, C/Mann, C/Marter, C/Wojyn
Abstain: None
Absent: None

The Following Vote for Gregory Wojyn:

Roll Call: Ayes: C/Krawiec, C/Cooke, C/Mann, C/Marter, C/Wojyn,
Nayes: C/Robilotti
Abstain: None
Absent: None

C/ Gregory Wojyn accepts the assignment as Council President.

Mayor's Appointments: Unified Planning/Zoning Board

Mayor Reynolds advised the following appointments for the Unified Planning and Zoning Board.

Mayor's Appointments: Unified Planning/Zoning Board

Class I, Official	Thomas Reynolds	1 Year	Term - Exp. 12/31/17
Class II, Official	James Mastrokalos	1 Year	Term - Exp. 12/31/17

Class III, Council Rep	Cindy Robilotti	1 Year Term - Exp. 12/31/17
Alternate 1	Wayne Krawiec	2 Year Term - Exp. 12/31/18
Alternate 2	Keith Mandato	2 Year Term - Exp. 12/31/18

Mayor’s Appointments: Shade Tree Commission

Mayor Reynolds advised the following appointments for the Shade Tree Commission.

C/Cindy Robilotti 3 yr. term 1/1/17 – 12/31/19

C/Robilotti accepts the appointment.

Municipal & Professional Appointments – Individual Roll Call

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-001**

MUNICIPAL APPOINTMENTS

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following appointments are hereby confirmed for the year 2017:

Official Assessment Search Officer	Peter Gorbatuk
ADA Coordinator	Peter Gorbatuk
Chief Financial Officer - <i>tenured</i>	Laurie Finger
Municipal Clerk - <i>tenured</i>	Peter Gorbatuk
Registrar	Peter Gorbatuk
Deputy Municipal Clerk	Laurie Finger
Deputy Registrar	Jeanne Keevins
Municipal Magistrate	James. M. Newman
Municipal Court Administrator	Lisa Langlois
Deputy Court Administrator	Vacant
Water/Sewer Clerk	Celia Hecht
Tax Assessor - <i>tenured</i>	Mark Fitzpatrick
Tax Collector - <i>tenured</i>	Janice Garcia
Deputy Tax Collector	Celia Hecht
Planning Board Secretary	Celia Hecht

Municipal Housing Liaison	Celia Hecht
Finance Clerk	Jeanne Keevins
Water/Sewer Superintendent	James Mastrokalos
Borough Physician	Dr. Kenneth Faistl
Public Works DPW Level 1 P/T Public Works Employee	Robert Smith William T. Murphy
P/T Public Works Employee	Alex J. Sarti
Clean Communities Representative	Dan Megill
Shade Tree Commission Secretary	Vacant
Housing Inspector	John Marini
Code Enforcement Officer	Edward M. Miller III
Asst. Code Enforcement Officer	John Marini
Zoning Officer	John Marini
Police Lieutenant	Peter S. Cooke, Jr.
Emergency Mgmt. Coordinator	Peter S. Cooke, Jr.
Deputy Emergency Mgmt. Coordinator	Vacant
Special Law Enforcement Class II Officer	Katelyn N. Kwiecinski
Special Law Enforcement Class II Officer	Keven Romano
Special Law Enforcement Class II Officer	Todd M. Hardifer

BE IT FURTHER RESOLVED that said appointments shall be in accordance with any existing laws or policies regulating said office.

BE IT FURTHER RESOLVED that the salary for each employee shall be at the rate as set forth by the salary Ordinance as adopted by the Governing Body. C/Cooke abstains from voting on the Police Lieutenant and Emergency Management Coordinator appointments.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None
Abstain: C/Cooke abstains on the Emergency Mgmt. Coordinator apt.
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-002**

APPOINTMENT OF BOROUGH ENGINEER

WHEREAS, the Mayor and Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Engineer to perform Engineering Services as may be required by Council; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq) requires that the Resolution authorizing the appointment of an Engineer, for "Professional Service" without competitive bids must be publicly advertised;

WHEREAS, by the Mayor and Council of the Borough of Englishtown as follows:

1. Thomas Herits, P.E., P.P. firm of Maser Consulting be appointed as the Borough Engineer for the Borough of Englishtown for a term of one year terminating December 31, 2017, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such Engineering Services as may be required by the Borough Council under and pursuant to law and shall submit vouchers for payment in a timely manner as well as project outlines, cost estimates and any other relevant material prior to submitting a work proposal to Borough Council. The salary is based on service per fee schedule and is not to exceed \$100,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-003**

APPOINTMENT OF BOROUGH ATTORNEY

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Attorney to advise the Council of legal matters; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of an Attorney for "Professional Services" without competitive bids must be publicly advertised:

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

1. Joseph Youssouf be appointed as the Borough Attorney for the term of one year terminating December 31, 2017, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary is \$130.00 per hour and is not to exceed \$75,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Oath of Office administered by Deputy Municipal Clerk Laurie Finger

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-004**

APPOINTMENT OF BOND COUNSEL

WHEREAS, The Council of The Borough of Englishtown is knowledgeable that there is a need for the appointment of a Bond Counsel to advise the council of legal matter; and

WHEREAS, the Local Public Contract (N.J.S.A. 40:11-1-et Seq.) requires that the Resolution authorizing the appointment of a Bond Counsel for "Professional Services" without competitive bids must be publicly advertised;

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

1. John Cantalupo, Esq. of the firm Archer & Greiner be appointed as the Borough Bond Counsel for the term of one year terminating December 31, 2017, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under

and pursuant to law. Salary varies based on service per fee schedule and is not to exceed \$10,000.00.

3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-005**

APPOINTMENT OF BOROUGH AUDITOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Auditor to advise the Council of financial matters; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq.) requires that the Resolution authorizing the appointment of an Auditor, for "Professional Service" without competitive bids must be publicly advertised;

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

1. Robert W. Allison, C.P.A., R.M.A., of the firm Holman Frenia Allison, P.C. be appointed as Borough Auditor for the Borough of Englishtown for a term of one year terminating December 31, 2017, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such financial services as may be approved by the Borough Council under and pursuant to law. Salary varies based on service per fee schedule and is not exceed to \$43,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Marter

Seconded by: C/Robilotti

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

Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-006**

APPOINTMENT OF PROSECUTOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Prosecutor for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Prosecutor for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Richard Kelly, is appointed Prosecutor for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2017, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$350.00 per session and not to exceed \$10,500.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-007**

APPOINTMENT OF CO-PROSECUTOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Co-Prosecutor for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Co-Prosecutor for "Professional Services"

without competitive bids must be publicly advertised;

1. Mike Fitzgerald, Esq., is appointed Co-Prosecutor for the Municipal Court of the Borough of Englishtown effective immediately and terminating December 31, 2017, subject to contract approval.
2. The said party be appointed above during the term of their Appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary is \$350.00 per session and not to exceed \$10,500.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-008**

APPOINTMENT OF PUBLIC DEFENDER

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Public Defender for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Public Defender for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Christopher K. Koutsouris, Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors is appointed Public Defender for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2017, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$250.00 per session and not to exceed \$3,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-009**

APPOINTMENT OF CO-PUBLIC DEFENDER

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Co-Public Defender for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Co-Public Defender for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1 Timothy McNichols Esq. of the firm Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors is appointed Co-Public Defender for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2017, subject to contract approval.

2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$350.00 per session and not to exceed \$3,000.00.

3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-010**

**APPOINTMENT OF CLASS III MEMBER OF THE
BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD**

WHEREAS, N.J.S.A. 40: 55d-23 allows the Governing Body to appoint one of its members to the Unified Planning/Zoning Board; and

WHEREAS, the Borough of Englishtown Unified Planning/Zoning Board has a vacancy in the Class III seat; and

WHEREAS, it is the wishes of the Governing Body to fill said vacancy; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Councilwoman Cindy Robilotti be appointed a Class III member of the Borough Of Englishtown Unified Planning/Zoning Board for a term of one (1) year ending December 31, 2017.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be given to the Borough of Englishtown Unified Planning/Zoning Board Secretary and Councilmember Robilotti.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

Nomination of Maryanne Krawiec for Police Commissioner by C/Robilotti Seconded by C/Mann

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-011**

APPOINTMENT OF POLICE COMMISSIONER

WHEREAS, there is a need for the position of Police Commissioner as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03:

NOW, THEREFORE, BE IT RESOLVED, by the Englishtown Borough Council as follows that Councilmember Maryanne Krawiec is hereby appointed as Police Commissioner of the Borough of Englishtown, which appointment shall be effective January 3, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Borough Clerk to, the Police Commissioner and the Police Dept.

Offered by: C/Robilotti

Seconded by: C/Wojyn

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

Nays: None
Abstain: None
Absent: None

C/Marter nominated for Police Commission by C/Krawiec and Seconded by C/Robilotti

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-012**

APPOINTMENT OF POLICE COMMISSION

WHEREAS, there is a need for the council appointment of a Police Commission as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03;

WHEREAS, the Borough Council shall designate from among its membership two or more members, along with the Mayor which shall constitute a Police Commission. The Police Commissioner shall chair the Police Commission;

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council as follows that, Mayor Reynolds, Councilmember Maryanne Krawiec and Councilmember Dan Marter are hereby appointed to the Police Commission of the Borough of Englishtown, which appointment shall be effective January 3, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Municipal Clerk to the members of the Police Commission and the Police Department.

Offered by: C/Krawiec

Seconded by: C/Robilotti

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

Resolution No. 2017-013 VOIDED.

Committee Appointments made by Mayor later in meeting.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-014**

2017 TEMPORARY OPERATING BUDGET

WHEREAS, Section 40A:4-19 of the revised Statutes of the State of New Jersey provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2016 Municipal Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this Resolution is within the first thirty days of January

2017; and

WHEREAS, the total appropriations in the 2016 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, is \$3,060,783.62 and

WHEREAS, 26.25% of the total appropriations in the 2016 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, in said 2017 Municipal Budget is \$803,455.70

NOW, THEREFORE, BE IT RESOLVED, that the attached appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-015**

2017 DEBT SERVICE BUDGET

WHEREAS, Section 40A: 4-19 of the revised Statutes of the State of New Jersey provides authority for appropriating in a temporary Resolution the permanent Debt Service requirements for the coming fiscal year providing that such Resolution is not made earlier than December 20th of the year preceding the beginning of the fiscal year; and

WHEREAS, the date of this Resolution is subsequent to December 19, 2016; and

WHEREAS, principal and interest will be due on various dates from January 1, 2017 to December 31, 2017, inclusive, on sundry funds and notes issued and outstanding.

NOW, THEREFORE, BE IT RESOLVED that the attached appropriations be made to cover the period from January 1, 2017 to December 31, 2017 inclusive and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Reorganization Business – Consent Agenda

Resolutions 2017-016 through Resolution 2017-037 under consent agenda:

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-016**

**APPOINTMENT OF CROSS-ACCEPTANCE
REPRESENTATIVE AND ALTERNATE**

NOW, THEREFORE BE IT RESOLVED that the following named person is hereby appointed as Cross Acceptance representative for The Borough of Englishtown

Representative- Thomas Herits, Borough Engineer
Alternate- Peter Gorbatuk, Municipal Clerk

BE IT FURTHER RESOLVED that said person shall serve in the capacities indicated effective immediately and terminating December 31, 2017; and

BE IT FURTHER RESOLVED that Thomas Herits and Peter Gorbatuk shall serve without benefit or remuneration.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-017**

APPOINTMENT OF CD CITIZENS REPRESENTATIVE

WHEREAS, it is necessary to appoint a Citizen's Representative Group for continued participation in the Community Development Grant Program for fiscal year 2017 funding.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that the following named person be and is hereby appointed to

the Monmouth County Community Development Grant Program for the year 2016:

CD-Representative: Peter Gorbatuk

Co-Representative: Thomas Herits

BE IT FURTHER RESOLVED that a certified copy of this Resolution be sent to the above named, the Borough Engineer and The Monmouth County Community Development Office.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-018**

**APPOINTMENT OF LOCAL COMPLIANCE OFFICER
AND AFFIRMATIVE ACTION OFFICER**

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that Peter Gorbatuk is hereby appointed as Local Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2017; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Affirmative Action Office of the State of New Jersey.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-019**

APPOINTMENT OF BOROUGH HISTORIAN

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Lori Cooke is hereby appointed as the Englishtown Borough Historian for the year 2017:

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution be forwarded to Lori Cooke.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-020**

DESIGNATING MEETING DATES

BE IT RESOLVED by the Council of the Borough of Englishtown that the following meetings will be held in the Englishtown Municipal Building, 15 Main Street, Englishtown, New Jersey for the year 2017:

Wed. January 25 th	Wed. July 26 th
Wed. February 22 nd	Wed. August 23 th
Wed. March 22 rd	Wed. September 27 th
Mon. April 24 th	Wed. October 25 th
Wed. May 24 th	Mon. November 20 st
Wed. June 28 th	Mon. December 18 th

BE IT FURTHER RESOLVED that the above meetings shall be called to order at 6:30 p.m., beginning with a council work session, public participation excluded, and the regular meeting shall follow; and

That a copy of this Resolution will be posted by the Clerk on the public bulletin board in the Municipal office and maintained throughout the year; and

That a copy of this Resolution be kept on file for the public's inspection with the Borough Clerk; and

That a copy of this Resolution be forwarded to the Newspapers designated by the Governing Body as the newspapers to receive said notices.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-021**

DESIGNATING OFFICIAL NEWSPAPER

BE IT RESOLVED, by the Council of the Borough of Englishtown that the Asbury Park Press is the official newspaper of the Borough of Englishtown for the year 2017.

BE IT FURTHER RESOLVED that the News Transcript also be notified of any Borough meetings or events in an attempt to inform our residents of Borough activities, though the title of the official newspaper will not apply to this weekly publication.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-022**

**DESIGNATING OFFICIAL RULES OF CONDUCT
FOR BOROUGH OF ENGLISHTOWN COUNCIL MEETINGS**

WHEREAS, there is a need to establish rules of conduct for Borough meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown that Borough Council meetings will be conducted using Robert Rules of Order.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-023**

ESTABLISHING COUNCIL SALARIES RULES

WHEREAS, The Mayor and Council wishes to maintain a high level of attendance by members of the Governing Body at Council meetings; and

WHEREAS, the Mayor and Council of the Borough of Englishtown has been assigned certain responsibilities upon their swearing into office; and

WHEREAS, the Mayor and Council of the Borough of Englishtown receive certain compensation, for fulfilling their obligations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor And Council of the Borough of Englishtown that any member of the Governing Body that misses two (2) meetings semi-annually without being excused by the majority of council shall have twenty-five percent (25%) of their semi-annual salary withheld; and

BE IT FURTHER RESOLVED that in the event that any such member misses one (1) additional meeting semi-annually without being excused by the majority of council they shall have an additional fifty percent (50%) of their salary withheld.

BE IT FURTHER RESOLVED as provided for under the Municipal Vacancy Law, that any member of the Governing Body failing to attend and participate in any meeting of the body for a period of eight (8) consecutive meetings, without being excused from attendance by a majority of the member body, shall subject him/her to vacancy.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-024**

**AUTHORIZING 2017 HOLIDAY SCHEDULE
FOR BOROUGH EMPLOYEES**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following shall be paid holidays for the Borough of Englishtown employees for the 2017 calendar year:

January 16 th	Monday	Martin Luther King Day
February 20 th	Monday	President's Day
April 14 th	Friday	Good Friday
May 29 th	Monday	Memorial Day
July 4 th	Tuesday	Independence Day
September 4 th	Monday	Labor Day
October 9 th	Monday	Columbus Day
November 7 th	Tuesday	Election Day (floating)
November 10 th	Friday	Veteran's Day
November 23 rd	Thursday	Thanksgiving Day

November 24 th	Friday	Day after Thanksgiving
December 25 th	Monday	Christmas
January 1 st	Monday	Day after New Years

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-025**

DESIGNATING DEPOSITORIES

WHEREAS, under the New Jersey statutes, the Governing Body shall by Resolution designate the depository or depositories wherein all public monies and other funds of the Municipality shall be kept; and

WHEREAS, all public officials charged with the custody of such funds shall thereafter deposit such funds only in the depository or depositories approved by the State of New Jersey under the Governmental Unit Deposit Protection Act (GUDPA); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that any and all New Jersey banks that have Governmental Unit Deposit Protection Act approval are hereby approved and designated as depositories for all Borough funds, including State of New Jersey Cash Management Fund.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-026**

PROMPT PAYMENT OF TAXES AND INTEREST RATES

WHEREAS, the Mayor and Council of the Borough of Englishtown deem it desirable to encourage prompt payment of all taxes and assessments, in order to permit sound fiscal planning; and

WHEREAS, Real Estate Taxes are payable on February 1st, May 1st, August 1st and

November 1st of each year, and other statements assessing said charges; and

WHEREAS, N.J.S.A. 54:67 provides for the fixing rates of interest on delinquent taxes; and

WHEREAS, N.J.S.A. 54:67 has been amended to allow for additional penalty of six percent (6%) to be collected against a delinquency in excess of ten thousand dollars (\$10,000) on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED that all taxes and assessments are and shall be due on the date stated and, if not paid by said date same shall become delinquent.

BE IT FURTHER RESOLVED, that the rate of interest to be charged for non-payment of taxes or assessments on or before the date when the same would become delinquent is eight percent (8%) per annum provided, however, no interest shall be charged if payment is made within ten (10) days after the date upon which the same became payable, and the interest for non-payment of taxes in excess of \$1,500.00 shall be eighteen percent (18%); and, if a delinquency is in excess of ten thousand dollars (\$10,000.00) and remains in arrears beyond December 31st of the tax year an additional penalty of six percent (6%) shall be charged against the delinquency.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Collector of Taxes of the Borough of Englishtown.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-027**

**RESOLUTION GRANTING AUTHORITY TO
BOROUGH CHIEF FINANCIAL OFFICER
TO PREPAY SELECTIVE BILLS**

BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to pay the following required bills prior to the approval of the bill list:

Payroll
Insurance Premiums
County Taxes
School Taxes
Utilities
Petty Cash Reimbursement
Postage
Release of Monies Approved by Resolution

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

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-028**

AUTHORIZING TO MAINTAIN PETTY CASH FUNDS

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, said Clerk’s Petty Cash Fund was established by resolution in the amount of \$75.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Recreation Petty Cash Fund was established by resolution dated September 26, 2007 in the amount of \$500.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Petty Cash Funds received approval from the Director of Local Government Services prior to and on November 20, 2007; and

WHEREAS, it is the desire of Council that said funds be continued under the direction of the Chief Financial Officer;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth that:

1. During the year 2017, Laurie Finger, Borough CFO, be and is hereby authorized and permitted to establish a Petty Cash Fund for the Clerk’s Office in the amount of \$75.00 and a Petty Cash Fund for Recreation in the amount of \$500.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Funds will be used by such offices or departments to pay claims for small miscellaneous expenses.
2. Laurie Finger, Borough CFO, having custody of the Funds be bonded in an amount not less than \$1,000,000 and will maintain said Funds in accordance with the laws and regulations governing its operation.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-029**

**AUTHORIZING 2017 ORGANIZATIONAL CHART OF
THE BOROUGH OF ENGLISHTOWN**

WHEREAS, the Borough Council has determined that there is a need for an established chain of command within the Borough's governmental organization in order to establish firm reporting lines and smooth the operations of the government:

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the attached Organizational Chart shall determine the reporting lines of supervision among the employees and affiliated contract professionals for the day to day operations of the Englishtown Borough government.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Municipal Clerk to each Borough Department head.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-030**

RESOLUTION ESTABLISHING INVESTMENT POLICY

BE IT RESOLVED by the Borough Council of the Borough of Englishtown, that for the year 2017, the following shall serve as the Investment Policy for the Borough of Englishtown:

**Borough of Englishtown
Investment Policy**

1. **Policy**
It is the policy of the Borough of Englishtown to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of our entity and conforming to all state and local statutes governing the investment of public funds.
2. **Scope**
This policy includes all funds governed by the Mayor and Council of the Borough of Englishtown.

3. **Prudence**
Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
4. **Objective**
The primary objective, in order of priority, shall be:
 - Legality – conformance with federal, state and other legal requirements
 - Safety – preservation of capital and protection of investment principal
 - Liquidity – maintenance of sufficient liquidity to meet operating requirements
 - Yield – attainment of market rates of returnThe portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.
5. **Delegation of Authority**
Management and administrative responsibility for the investment program is hereby delegated to the Chief Financial Officer who, under the delegation of the governing body, shall establish written procedures for the operation of the investment program.
6. **Ethics and Conflicts of Interest**
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
7. **Authorized Financial Dealer and Institutions**
The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.
8. **Authorized and Suitable Investments**
Investments may be made in any type of security allowed for in New Jersey Statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.
9. **Collateralization**
Funds on deposit (checking accounts, certificates of deposits, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by written agreement and held at an independent – third party institution in the name of the municipality.
10. **Safekeeping and Custody**
All security transactions, including collateral for repurchase agreements, entered into by the Borough of Englishtown, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Chief Financial Officer and evidenced by safekeeping receipts and a written custodial agreement.
11. **Diversification**
The entity shall diversify its investments to the best of its ability based on the type of fund invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

12. Maximum Maturities

To the extent possible, the Borough of Englishtown shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Borough of Englishtown will not directly invest in securities maturing more than 2 years from the date of purchase.

Reverse funds may be invested in securities exceeding 2 years if the maturities of such investments are made to coincide as nearly practicable with the expected use of funds.

13. Internal Control

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investment and wire transfers

14. Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should contain a comparable rate of return during a market/economic environment of stable interest rates.

Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. Englishtown's benchmark shall be the New Jersey Cash Management Fund.

15. Reporting

The Chief Financial Officer shall prepare an investment report at least monthly. The report should be provided to the Mayor and Council and available upon request. The report should be in a format suitable for review by the general public. An annual report should be provided to the Mayor and Council.

16. Marketing to Market

A statement of the market value of the portfolio shall be issued to the Mayor and Council quarterly if money is being invested with an approved security broker/dealer.

17. Investment Policy Adoption

This investment policy shall be adopted by the Mayor and Council. This policy shall be reviewed on an annual basis by the Chief Financial Officer and any modifications made thereto must be approved by the governing body.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-031**

RESOLUTION TO CANCEL SMALL TAX BALANCES

WHEREAS, N.J.S.A. 40A:5-17.1 provides that a municipality may authorize the processing of tax refunds of less than Ten (\$10.00) Dollars and the cancellation of tax delinquencies of less than Ten (\$10.00) Dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Englishtown that the Tax Collector is hereby authorized to process, without any further action on the part of the Governing Body, any property tax refund of less than (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized to process, without further action on the part of the Governing Body, the cancellation of any property tax delinquency of less than Ten (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Tax Collector and the Chief Financial Officer.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-032**

**AUTHORIZING CANCELLATION OF
WATER/SEWER BALANCES OF LESS THAN \$2.99**

WHEREAS, it is necessary during the year for the Tax Collector and Chief Financial Officer to cancel miniscule balance amounts, refunds and interest charges of less than \$2.99; and

WHEREAS, the Tax Collector and Chief Financial Officer have advised that it would be appropriate for the Borough Council to authorize the cancellation of said water and sewer accounts with a balance of less than \$2.99; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Tax Collector and Chief Financial Officer are hereby authorized to process the cancellations of water and sewer balances of less than \$2.99.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Collector of Taxes and Chief Financial Officer of the Borough of Englishtown.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-033**

**AUTHORIZING EMERGENCY PURCHASES NOT EXCEEDING
BID THRESHOLD WITH C.F.O. APPROVAL**

WHEREAS, the Council is desirous of putting in place a procedure whereby certain purchases can be made as required without prior requisition approval by the Council Chairperson:

WHEREAS, the Council of the Borough of Englishtown, having determined that it wishes to maintain better control over purchases, resolved that all proposed purchases by Department Heads be presented in requisition form to the Chief Financial Officer for approval prior to expenditure, other than purchases over bid / quote threshold which will be first approved by the Council Chairperson and then by resolution of the governing body; and

WHEREAS, it is also apparent that there are certain emergency purchases that prudence dictates be made without waiting for requisition approval.

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the Borough Business Administrator shall be given authority to approve purchases of \$2625.00 or less at her discretion without processing the purchase through the requisition approval process by the Council Chairperson.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-034**

**RESOLUTION FOR THE BOROUGH OF ENGLISHTOWN
TO SUPPORT AND PARTICIPATE IN THE
VOLUNTEER TUITION CREDIT PROGRAM (P.L. 1998, c.145)**

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, deems it appropriate to enhance the recruitment and retention of firefighters and emergency medical volunteers in the Borough of Englishtown; and

WHEREAS, the State of New Jersey has enacted P. L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, State of New Jersey, County of Monmouth that the Volunteer Tuition Credit Program as set forth in P. L. 1998, c. 145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in this municipality; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P. L. 1998, c. 145, a copy of which is herewith made part of this resolution.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-035**

RESOLUTION AUTHORIZING PERSONNEL POLICY

WHEREAS, The Finance and Administration Committee has submitted a Policy Manual for the Borough of Englishtown employees; and

WHEREAS, it is necessary for the governing body of the Borough of Englishtown to approve said policy for the 2017 calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Policy Manual is hereby approved as submitted, effective January 1, 2017.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None
Abstain: None
Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-036**

RESOLUTION ADOPTING AN IDENTITY THEFT POLICY

WHEREAS, The Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft protection to be promulgated; and

WHEREAS, those rules were to be effective December 31, 2010 requiring the Borough of Englishtown to implement an identity theft program and policy, and

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey have adopted an Identity Theft Policy on November 22, 2010 per Resolution No. 2010-192, determining that the policy is in the best interest of the Borough and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the Identity Theft Policy is hereby approved for the CY 2017.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-037**

**ACKNOWLEDGEMENT OF INTERLOCAL AGREEMENT
WITH THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1
FOR THE PROVISION OF UNIFORM FIRE CODE ENFORCEMENT
SERVICES FOR 2017**

WHEREAS, on March 28, 2012 a Shared Service Agreement was signed between the Borough of Englishtown and Fire District No. 1 Borough of Englishtown regarding the administration services for the Bureau of Fire Prevention within the Borough of Englishtown.

NOW, THEREFORE BE IT RESOLVED, the Mayor and Governing Body of the Borough of Englishtown hereby acknowledge the Shared Service Agreement with the Board of Fire Commissioners of Fire District No. 1, for the administration services of the Bureau of Fire Prevention for 2017 as set forth in the executed agreement.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

New Business

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-038**

**RESOLUTION IN MEMORY OF CHRISTOPHER MATLOSZ
AND NAMING JANUARY 14TH
“CHRISTOPHER MATLOSZ REMEMBRANCE DAY”
IN THE BOROUGH OF ENGLISHTOWN IN HIS HONOR**

WHEREAS, the Governing Body of the Borough of Englishtown wishes to record its deep sorrow over the senseless and tragic passing of former Englishtown Police Officer Christopher Matlosz; and

WHEREAS, Christopher Matlosz was employed as a full time police officer for the Borough of Englishtown in October 2004 prior to becoming a Lakewood Police Officer in 2006; and

WHEREAS, on January 14, 2011 Officer Christopher Matlosz’s life tragically ended while in the line of duty; and

WHEREAS, Christopher Matlosz’s service to the Borough of Englishtown was given with such dedication and devotion that he has earned the respect, admiration and friendship of all the citizens of our community that had the pleasure to know him.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, that in recognition of Christopher Matlosz, we hereby express our deep appreciation to his service to this community and extend his fiancé & family our sincere sympathy upon his passing and hereby name January 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in his honor.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-039**

AUTHORIZING AN INTER-LOCAL SERVICES AGREEMENT WITH THE BOROUGH OF FREEHOLD FOR A CERTIFIED PUBLIC WORKS MANAGER AND CERTIFIED RECYCLING COORDINATOR FOR CY 2017

WHEREAS, the Borough of Englishtown entered into an inter-local agreement with the Borough of Freehold on April 23, 2014 for a Certified Public Works Manager and Certified Recycling Coordinator which expired on December 31, 2015, and again on December 31, 2016; and

WHEREAS, the Governing Body of the Borough of Englishtown deems it to be in the best interest of the taxpayers of Englishtown and wished to reenter into same Agreement for the 2017 calendar year with the Borough of Freehold for a shared service contract for Certified Public Works Manager and Recycling Coordinator pursuant to the Inter-local Services Act, N.J.S.A. 40:8A-1, et seq; and

WHEREAS, the Inter-local Services Act authorizes and empowers the designated municipalities to enter into this Agreement, under which the Borough of Englishtown will reimburse the Borough of Freehold for the number of hours which the Certified Public Works Manager and Recycling Coordinator devotes to 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 it hereby authorizes an inter-local services agreement for the 2017 calendar year with the Borough of Freehold for the provision of shared services for a Certified Public Works Manager and Recycling Coordinator, upon the terms and conditions set forth in the Inter-local Services Agreement on file in the Borough Clerk's office.

BE IT FURTHER RESOLVED, that the Clerk forward a certified copy of this resolution to the Borough of Freehold's Business Administrator, and Finance Dept.

Offered by: C/Robilotti

Seconded by: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-040**

APPOINTING SEC CONTINUING DISCLOSURE AGENT

WHEREAS, the governing body of the Borough of Englishtown on June 24, 2015 adopted Resolution #2015-106 entering into continuing disclosure agreement(s) in connection with certain of its prior bond and/or note issuance(s), agreeing to file certain financial information and operating data and/or certain enumerated event notices with the former nationally recognized municipal securities information repositories or the

Municipal Securities Rulemaking Board pursuant to the provisions of Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the “Rule”); and

WHEREAS, the governing body appointed Phoenix Advisors, LLC of Bordentown, NJ, a third-party disclosure-dissemination agent on June 24, 2015 to provide this service for the Borough and again on January 2, 2016; and

WHEREAS, it is in the best interest of the Borough of Englishtown to enter into an Agreement appointing Phoenix Advisors, LLC as the Independent Registered Municipal Advisor (IRMA) to file the necessary disclosure documents in accordance with the Security Exchange Commission (SEC) regulations for the year 2017;

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, that Phoenix Advisors, LLC is hereby appointed again, as the Borough’s Independent Registered Municipal Advisor (IRMA) for the year 2017.

THEREFORE BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Boroughs Chief Financial Officer, and Phoenix Advisors, LLC.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-041**

**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 \$175,786.45 are hereby authorized to be paid on January 3, 2017.
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/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: None

Mayor's Appointments: Committee Assignments

Mayor Reynolds advised the following Committee Assignments

<u>Administration, Finance and Personnel</u>	Chairperson: C/Cooke	Co: C/Robilotti
<u>Public Safety</u>	Chairperson: C/Krawiec	Co: C/Marter
<u>Public Buildings and Grounds</u>	Chairperson: C/Wojyn	Co: C/Mann
<u>Public Utilities</u>	Chairperson: C/Robilotti	Co: C/Wojyn
<u>Legislative, Insurance, and Licenses</u>	Chairperson: C/Marter	Co: C/Krawiec
<u>Code Enforcement/Public Health, Welfare and Public Events Committee</u>	Chairperson: C/Mann	Co: C/Cooke

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.

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.

C/Krawiec asked that the Public Works Manager review the safety rules with the new public works employees.

Executive Session

There is no executive session this evening.

Adjournment

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

The time being 6:54 P.M.

January 25, 2017

Approved by Governing Body

Laurie Finger

Deputy Municipal Clerk