

**** WORKSHOP AGENDA ****

May 24, 2017

6:30 P.M.

Work Session of the Mayor and Council of the Borough of Englishtown, location at The Village Inn, 2 Water Street, Englishtown, New Jersey 07726.

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

The meeting was called to order by Mayor Reynolds at 6:32 P.M.

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

Discussion Items:

- Generator was discussed and decided to go with natural gas over kerosene. The Borough will need to fund approximately an additional \$25,000 through a bond ordinance as the quote is higher than anticipated. CFO Laurie Finger needs all costs from Engineer Tom Herits.

Adjournment:

There being no further business on the Workshop Agenda, a motion to adjourn was offered by C/Robilotti, Seconded by C/Cooke. Passed unanimously. The time being 6:43 P M

**** AGENDA ****

Regular Meeting of the Mayor and Council of the Borough of Englishtown, location at The Village Inn, 2 Water Street, Englishtown, New Jersey 07726.

1. Meeting Called to Order and Roll Call
2. Statement of Compliance with Sunshine Law
3. Moment of Silence and Salute to the Flag
4. Approval of Minutes
April 24, 2017 Meeting
April 24, 2017 Executive Session
5. Committee Reports
6. Correspondence
7. Open Public Portion/Limited to Agenda Items Only
Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council

through an appointment and subsequent disclosure through the Personnel Committee.

8. New Business:
 - A. Resolution No. 2017-088
Authorization of Purchases of Calcium Hypochlorite Briquettes for the Water Department
 - B. Resolution No. 2017-089
Authorization of Services for Police Dispatch Shared Services Agreement
 - C. Resolution No. 2017-090
Authorization of Services Residential & Commercial Inspections for 2016-2017
 - D. Resolution No. 2017-091
Appointment of Rabies Clinic Workers
 - E. Resolution No. 2017-092
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale B-6, L 14.08
 - F. Resolution No. 2017-093
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale B-3.01 L-4
 - G. Resolution No. 2017-094
Authorizing Payment of Borough Bills
9. Tax Collector's Report – April 2017
10. 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.
11. Executive Session
12. Adjournment

The meeting was called to order by Mayor Reynolds at 6:44 P.M.

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

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

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 April 24, 2017 meeting minutes and executive session minutes was offered by C/Robilotti and seconded by C/Mann. Passed on the following roll call:

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

Committee Reports:

Administration, Finance & Personnel

Councilwoman Cooke reports:

- Violations Clerk Deanna Owens probationary period is up and has been reviewed by Court Administrator. Wishes at this time for Mayor and Council to add a Resolution to remove her from probation and recommend permanent appointment. A Resolution will be added at the end of the meeting.
- Keith Bonchi who is an Attorney specializing in Foreclosures will be contacted for 68 Main Street.
- Court Administrator Lisa Langlois needs to present her Court project to Mayor and Council. This will be set up for the May 24th Meeting at the Village Inn.

Code Enforcement, Public Health, Welfare & Public Events

Councilman Wojyn reports:

- Memorial Day Parade is scheduled on Monday for a 2:00 P.M. start.

Public Utilities

Councilwoman Robilotti reports:

- A Water Tower leak has been fixed with no inconvenience to residents with a minimal cost.
- Supervisor Jim Mastrokalos will be on vacation. Robert Smith of DPW will be in contact with him if needed.

Public Safety

Councilwoman Krawiec reports: Absent

Legislative, Insurance & Licenses

Councilman Marter reports:

- Reads Police Report in absence of C/Krawiec and is on file in the Municipal Clerks office.

Public Buildings & Grounds

Councilman Mann reports:

- Has not received a report from Code Official. No report at this time.

Correspondence

Municipal Clerk Peter Gorbatuk reports:

- The Monthly Budget Report for April 2017 was sent to Mayor and Council and is on file in the Clerk’s Office.
- Please pass your Committee Reports to the Municipal Clerk.
- Primary Election June 6, 2017. Polls are open at 6:00 AM and close at 8:00 PM
- Please pass your reports to the Municipal Clerk
- Thank you to Hans Kernast and the Battleground Historical Society for having this Council Meeting at the Village Inn this evening.

Public Portion – Agenda Items

Mayor Reynolds opens the floor to the public for discussion limited to agenda items only. Motion made by C/Robilotti, Second by C/Marter.

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

New Business:

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-088**

AUTHORIZATION OF PURCHASES

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:

Water Plant – Calcium Hypochlorite Briquettes, Water Dept. \$2,929.44

Services From:

G.P. Jager, Inc.
P.O. Box 50
Boonton, N.J. 07005

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request is approved for the purchase or order.

Offered By: C/Robilotti

Seconded By: C/Mann

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

Nays: None

Abstain: None

Absent: C/Krawiec

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-089**

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:

Police Dept. – Police Dispatch Shared Services Agreement.....\$52,031.22

Services From:

Monmouth County Treasurer
Sheriff’s Office
P.O. Box 5007
Freehold, N.J. 07728

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/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: C/Krawiec

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-090**

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 in the Tax Assessment Account within the Current Budget

Residential & Commercial Inspections for 2016 & 2017 Data Collection for the Tax Assessment Department:..... \$6,157.12

Services From: Realty Data Systems LLC
 129 Apple Street
 Tinton Falls, NJ 07724

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/Wojyn

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-091**

APPOINTMENT OF RABIES CLINIC WORKERS

WHEREAS, there is a need within the Borough of Englishtown for the position of Rabies Clinic Worker; and

WHEREAS, it is the wishes of the Governing Body to fill said positions.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey as follows:

1. Borough Employees, Peter Gorbatuk, Jeanne Keevins and Celia Hecht are hereby appointed as Rabies Clinic Workers for the Rabies Clinic to be held June 13, 2017.
2. Each Rabies Clinic Worker will be paid \$50.00 for said clinic.

BE IT FUTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer, Peter Gorbatuk, Jeanne Keevins and Celia Hecht.

Offered By: C/Robilotti

Seconded By: C/Marter

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

Abstain: None
Absent: C/Krawiec

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-092**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE
& REFUND OF PREMIUM PAID AT TAX SALE**

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Stuart Lasher PO Box 83 Milltown, NJ 08850:

Tax Sale Certificate No. 15-00004
Block 6, Lot 14.08
34 Heritage Drive
in the amount of \$1,697.36

WHEREAS, Stuart Lasher also paid \$1,300.00 as a premium to obtain Tax Sale Certificate; and

WHEREAS, the above-mentioned certificate has been voided by the tax collector and the holder is also entitled to a refund of the premium paid to obtain said certificate for a total refund amount of \$2,997.36.

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 payment in the amount of \$2,997.36 to Stuart Lasher PO Box 83 Milltown, NJ 08850.

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

Offered By: C/Robilotti

Seconded By: C/Marter

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-093**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE
& REFUND OF PREMIUM PAID AT TAX SALE**

WHEREAS, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

WHEREAS, Trystone Capital Assets, LLC also paid \$11,100.00 as a premium to obtain Tax Sale Certificate; and

WHEREAS, the above-mentioned certificate has been voided by the tax collector and the holder is also entitled to a refund of the premium paid to obtain said certificate for a total refund amount of \$15,095.74.

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 payment in the amount of \$15,095.74 to Trystone Capital Assets, LLC.

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

Offered By: C/Robilotti

Seconded By: C/Marter

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-094**

**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 \$748,320.17 are hereby authorized to be paid on May 24, 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/Cooke

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

Nays: None

Abstain: None

Absent: C/Krawiec

Tax Collector's Report:

April 2017

2017 Taxes	\$386,812.10
2016 Taxes	0.00
2015 Taxes	0.00
Outside Lien Redemption	4,730.46
Interest	223.73
<u>Duplicate Bill Fee</u>	<u>15.00</u>
Total Disbursements	\$391,781.29

Public Portion

Motion to open Public Portion by C/Robilotti, seconded by C/Mann

Mayor Reynolds opens the floor to the public for discussion on anything they wish to bring to the attention to the governing body.

Angelique Gauthier 19 Hamilton Street wants to know where to go with this problem she is experiencing. Her foundation rotted over the years, decided to raise the house and encountered water problems at which time she was told the water level is high due to the amount of rain we have been getting. It has continued, footings have been affected, additional costs have been incurred due to the ongoing water problems and feels it is a broken pipe somewhere not only her but to other neighbors as well. Water Sewer Supervisor Jim Mastrokalos, and DPW workers have also been there testing the water with no elevated signs of chlorine that a broken pipe would reveal. The problem is still happening. Mayor Reynolds will contact our Engineer for further evaluation.

Lisa Langlois Borough of Englishtown Court Administrator presented to Mayor and Council of the Borough of Englishtown a proposed improvement for the Municipal Court. A drop box from the office to the Court chambers to the dais would alleviate traffic to and from the two rooms, and would not be disruptive to the ongoing Court. The style of drop box and costs were also discussed. Mayor and Council were receptive to this but no further comment at this time.

Harold Burrows 38 Tennent Avenue mentions to Mayor and Council the Handicapped curb cuts are incomplete, concerning dirt areas and cement not finished. It is being addressed.

C/Wojyn addresses Lt Cooke about parking issues in front to of the Laundromat on Water Street. It is being addressed along with other changes that need attention in the Borough.

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

Mayor Reynolds adds the following Resolutions

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-095**

**REMOVAL OF PROBATION PERIOD FOR
MUNICIPAL COURT VIOLATIONS CLERK**

WHEREAS, on February 23, 2017 Deanna Owens was appointed as Violations Clerk for the Borough of Englishtown; and

WHEREAS, a probationary period of 90 days was enforced and;

WHEREAS, it is now the recommendation of the Municipal Court Administrator Lisa Langlois that Deana Owens has met her expectations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey to remove the probationary period for Deana Owens.

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer, Municipal Court Administrator and Deana Owens.

Offered By: C/Mann

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: C/Krawiec

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2017-096**

RESOLUTION TO EXTEND PROBATIONARY PERIOD

WHEREAS, there is a recommendation of Lt. Peter Cooke, the Police Commission and Officer Michael Louis Makwinski to extend the probationary period; and; and

WHEREAS, the current probationary period is about to expire June 23, 2017.

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 probationary period be extended by 90 days and will expire September 21, 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/Mann

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: C/Krawiec

The time being 7:10 P.M.

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: Contract, Policies

1. Any matter which, by express provision of Federal Law or State statute or rule of court, shall be rendered confidential;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records or personal material including health records, legal defense, insurance, etc;
4. Any collective bargaining agreement or terms and conditions related thereto;
5. Any matter involving the purchase, lease or acquisition or real property with public funds;
6. Any tactics and techniques utilized in protecting the public safety and property;
7. Any pending or anticipated litigation or contract negotiation wherein the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required;
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee, employed or appointed by the public body;
9. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit; and

WHEREAS, N.J.S.A. 10:4-13 provides that a public body may not exclude the public from any meeting to discuss any matters described in N.J.S.A. 10:4-12 until the public body has adopted a resolution at a meeting to which the public shall be admitted, stating the general nature of the subject to be discussed and stating as precisely as possible, the time and when the circumstances under which the discussion conducted in a closed session of the public body can be disclosed to the public; and

WHEREAS, the Mayor and Council of the Borough of Englishtown believe that a closed session pursuant to Sections 8 of N.J.S.A. 10:4-12b is required to discuss attorney performance.

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

BE IT FURTHER RESOLVED that the subject matter of this executive session will be made public when it is no longer required that the subject matter discussed be kept privileged.

Offered By: C/Mann

Seconded By: C/Marter

Passed unanimously

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 7:45 P.M.

Adjournment

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

The time being 7:47 P.M.

June 28, 2017
Approved by Governing Body

Peter Gorbaturk
Municipal Clerk