

**\*\* WORKSHOP AMENDED AGENDA \*\***  
**October 24, 2018**  
**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: Medical Marijuana Dispensaries or Growing in the Borough.  
Discussion ensues with Mayor and Council in favor of Medical Marijuana however not in favor of Recreational use. At this time, the Mayor and Council will decide once more information comes from Governor Murphy and the NJ 'State Legislature.
3. Meeting Dates 2019: Discussed by Mayor and Council setting the Meeting Dates for 2019.

**\*\* 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. Englishtown Fire Department Presentation
5. Best Practices - CFO Laurie Finger
6. Approval of Minutes:
  - September 26, 2018
  - September 26, 2018 Executive Session
7. Committee Reports
8. Correspondence
9. 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.

10. New Business:
  - A. Ordinance No. 2018-06 First Reading & Introduction Bond Ordinance Providing for Various Water System Capital Improvements and Services Related to the Development of an Asset Management Plan in Connection Therewith, by and In The Borough of Englishtown, in Appropriating \$100,000 Therefor and Authorizing the Issuance of \$100,000 Bonds or Notes to Finance The Cost Thereof.
  - B. Resolution No. 2018-127 Resolution Establishing 2018 Water Capital Budget of the Borough of Englishtown
  - C. Resolution No.2018-128 Declaring Certain Delinquent Real Estate Taxes Uncollectable and Cancelling Same
  - D. Resolution No. 2018-129 Resolution Accepting the Resignation of Part-Time Code Official of the Borough of Englishtown
  - E. Resolution No. 2018-130 Authorizing Payment of Borough Bills
11. Tax Collector's Report – August – 2018  
September 2018
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

The meeting was called to order by Mayor Reynolds at 6:35 P.M.

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

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

Mayor Reynolds reads the Statement of Compliance with Sunshine Law.

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

Englishtown Fire Department Presentation was presented by Attorney Joseph Youssouf that highlighted that the Fire District continues to serve the public interest and is more efficient than providing the same service by a public facility. He states that the Englishtown Fire District has the lowest tax rate compared to other towns. They have a shared service with Manalapan Fire District #2 which brings in revenue to help offset the maintenance of apparatus and equipment. Training of new and old firefighters is available and welcomed. Debt service is steady with no new debt until old debt is paid off. The firehouse is maintained and in good shape.

**2018 Best Practices – CFO Laurie Finger:**

CFO Laurie Finger indicated that in accordance with LFN 2018-26 the completed Best Practices Inventory Checklist must be an agenda item for discussion at a Municipal Governing Body and recorded into the minutes prior to November 12<sup>th</sup>. The Inventory this year contains 61 questions (and increase from last year's 24). There are several new questions, and many repeat questions. Municipalities must receive positive credit on a minimum of 46 questions in order to receive 100% State Aid this year.

Mayor and Council reviewed the 2018 Best Practices Inventory Checklist that was presented by CFO Laurie Finger. There were 43 Yes answers, 2 No answers, 11 N/A answers and 5 Prospective answers. CFO Finger went over the NO answers and Prospective answers with the governing Body. The Borough of Englishtown obtained a score of 97% and will receive 100% State Aid.

Approval of Minutes

There being no corrections, deletions or additions, a motion to approve the September 26, 2018, and Executive minutes was Offered by C/Robilotti and seconded by C/Cooke. Passed on the following roll call:

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

Committee Reports

Code Enforcement, Public Health, Welfare & Public Events

Councilwoman Cooke reports:

- Halloween Party October 30<sup>th</sup> 6:00 – 8:00 at the Firehouse.

Public Utilities

Councilman Wojyn reports: No report at this time

Public Safety

Councilwoman Krawiec reports:

- Reads Police report and is on file in the Municipal Clerks office.

Admin, Finance, Personnel

Councilwoman Robilotti reports: Has something to discuss in Executive Session.

#### Public Buildings & Grounds

Councilman Mann reports:

- Truck signs have been replaced and are up at the corner of Harrison and Tennent.

#### Legislative, Insurance & Licenses

Councilman Marter reports: Absent, no report at this time.

#### Technology

Councilman Marter reports: Absent, no report at this time.

#### Correspondence

Municipal Clerk Gorbatuk reports:

- Monthly Budget Report for September 2018 was sent to Mayor & Council and is on file in the Clerk's Office.
- Received a letter from Marlene Rucker asking Mayor and Council to consider a request for a Memorial in honor of her late husband Rudy Rucker who for over 30 years was a Councilman and a active in the Borough.
- Accelerated Tax Sale is scheduled for December 12<sup>th</sup> at 11:00 A.M.
- Altice (Cablevision) has scheduled a meeting to discuss plans to upgrade the Englishtown network for October 30 at 10:00 A.M. Mayor Reynolds, Acting Chief Peter Cooke, and the Municipal Clerk will attend.
- Election Day is November 6<sup>th</sup> with the Polls opening at 6:00 A.M. until 8:00 P.M.
- Read a letter from T. Gallo and daughter Nancy Thanking Patrolman Ryan Carideo and Officer First Class Jimmy Sakers for their kindness and Professionalism in their time of need.
- Please pass your reports to the Municipal Clerk.

#### 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/Mann.

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

#### Ordinance 2018-06 First Reading & Introduction

At this time C/Wojyn excuses self from meeting.

RESOLUTION ESTABLISHING  
2018 WATER CAPITAL BUDGET  
OF THE BOROUGH OF ENGLISHTOWN

WHEREAS, the Borough of Englishtown desires to constitute the 2018 Water Capital Budget by inserting therein Various Water System Improvements and Services,

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

- 1. The 2018 Water Capital Budget of the Borough of Englishtown is hereby constituted by the adoption of a schedule to read as follows:

Project no. 1  
Water Capital Budget of the Borough of Englishtown  
County of Monmouth, New Jersey

Projects Schedules for 2018  
Various Water System Improvements and Services  
Method of Financing

Project	Est. Costs	Budget Approp.	Capital Imp. Fund	Capital Fund Balance	General Serial Bonds
1	100,000.00				100,000.00

- 2. The Clerk is authorized and directed to file a certified copy of this resolution with the Borough Chief Financial Officer, Borough Auditor and one (1) certified copy to the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey, within three days after the adoption of this project.

Offered by: C/Robilotti

Seconded by: C/Mann

:

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

Nays: None

Abstain: None

Absent: C/Marter, C/Wojyn

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2018-128

DECLARING CERTAIN DELINQUENT REAL ESTATE TAXES UNCOLLECTABLE  
AND CANCELING SAME

WHEREAS, the Borough of Englishtown Tax Collector has reported delinquent real estate taxes balances on certain properties in the Borough of Englishtown; and

WHEREAS, the above referenced property were foreclosed upon by the Borough of Englishtown on and should be exempt from real estate taxes pursuant to NJSA 54:4-3.3.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Tax Collector is hereby authorized to cancel the following balances for Block 4, Lot 1 - \$4,027.17, Block 4 Lot 40 - \$4,057.60, and Block 9 Lot 13 - \$3,000.09.

BE IT FURTHER RESOLVED, that the cancellation of real estate taxes in the total amount of \$11,084.86 is hereby approved.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

Nays: None

Abstain: None

Absent: C/Marter, C/Wojyn

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2018-129

RESOLUTION ACCEPTING THE RESIGNATION  
OF PART-TIME CODE OFFICIAL OF THE BOROUGH OF ENGLISHTOWN

WHEREAS, Ed Miller has served the Borough of Englishtown for the past fifteen years with dedication and commitment; and

WHEREAS, Code Official Ed Miller did tender his resignation with his last day of employment being October 22, 2018.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Englishtown regretfully accept the resignation from Code Official Ed Miller and wish him well.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be given to the Chief Financial Officer, Lt. Peter Cooke, and Code Official Ed. Miller.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2018-130

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 \$471,617.56 are hereby authorized to be paid on October 24, 2018.
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  
 Nays: None  
 Abstain: None  
 Absent: C/Marter, C/Wojyn

Tax Collector's Report August 2018

2019 Taxes	343.81
2018 Taxes Year	\$1,481,314.13
2017 Taxes Year	0.00
Interest	1,102.75
Duplicate Bill Fee	55.00
<u>Return Check Fee</u>	<u>0.00</u>
Total Disbursements	\$1,482,815.69

2019 Taxes	0.00
2018 Taxes Year	\$71,367.24
2017 Taxes Year	0.00
Interest	1,621.70
Duplicate Bill Fee	0.00
<u>Return Check Fee</u>	<u>0.00</u>
Total Disbursements	\$ 72,988.94

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.

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

Executive Session

RESOLUTION OF THE BOROUGH OF ENGLISHTOWN MAYOR AND COUNCIL FOR  
A CLOSED OR EXECUTIVE SESSION  
PURSUANT TO N.J.S.A. 10:4-13

WHEREAS, N.J.S.A. 10:4-12b provides that a public body may exclude the public from that portion of a meeting at which the body discusses: Personnel, Lawyer Client Privilege

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 of 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 27<sup>th</sup> day of January, 2016 pursuant to Section 8 of the Open Public Meetings Act.

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

Offered By: C/Robilotti

Seconded By: C/Mann

Passed unanimously, the time being 8:25 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/Robilotti

The time being 10:20 P.M.

At this time Attorney Youssouf along with Mayor and Council discuss the Sale of Borough owned property. Attorney will call Municipal Clerk with details for advertising.

Adjournment

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

The time being 10:21 P.M.

November 19, 2018

Approved by Governing Body

*Peter Gorbatuk*  
Municipal Clerk