

**** WORKSHOP AGENDA ****

November 18, 2019

6:30 P.M.

AMENDED AGENDA

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: Copy Machine Decision
Parking Lots, Street Signs, Traffic Lines, Street
Realignments, Commuter Parking

Due to the family and friends being here the Oath of Office for Special Law Enforcement Officer William B. Sabin Jr. was given by Councilman Gregory Wojyn and Chief Peter Cooke. Pictures were then taken.

Copy machine was discussed by Mayor Reynolds recommending Atlantic Business Machines due to their current relationship, and quick service calls were factors for this decision. Resolution was added at the end of the meeting.

The Borough's Parking Lots, Street Signs, Traffic Lines, Street Realignments, and Commuter Parking was discussed. Hamilton Street to become a one way street, Center and Dey Street will be looked into further, with an Ordinance to be introduced at the January regular meeting. There will also be the replacing of signs as needed throughout the Borough.

Adjournment

**** 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. Approval of Minutes: October 23, 2019
Executive Session: October 23, 2019
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. 2019-132
Resolution for Renewal of Membership in The Monmouth Municipal Joint Insurance Fund
- B. Resolution No. 2019-133
Resolution for the Appointment of Rabies Clinic Workers
- C. Resolution No. 2019-134
Resolution Authorization of Services Over \$2,625.00
- D. Resolution No. 2019-135
Resolution Authorization of Services Over \$2625.00
- E. Resolution No. 2019-136
Regretfully Accepting the Resignation of Special Law Enforcement Officer Class II Mark Reefer
- F. Resolution No. 2019-137 Payment of Borough Bills

9. Tax Collector Report: October - 2019

10. Public Portion – Non Agenda Items

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 6:53 P.M.

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

Also present, CFO Laurie Finger, Municipal Clerk Peter Gorbatuk, 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 and the News Transcript the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk, (4) Copy of this agenda and the Sunshine Statement has been filed with the Mayor and Council. Thus this meeting tonight is deemed in compliance with the Open Public Meetings Act.

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

Approval of Meeting Minutes: October 23, 2019.

Executive Minutes: October 23, 2019

There being no corrections, deletions or additions, a motion to approve the October 23, 2019 minutes was offered by C/Robilotti, seconded by C/Mann. Passed on the following roll call:

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

Committee Reports

Administration, Finance & Personnel

Councilwoman Robilotti / Francisco reported: There was no Planning Board Meeting this month. Interviews were held for the Water Sewer Clerk.

Public Safety

Councilman Wojyn reported: Met with Chief Cooke concerning the trees that have been taken down next to the Municipal Building by Monmouth County Shade Tree for the purpose of more parking in the Borough. Councilman Wojyn then read the Police Report for October.

Public Buildings & Grounds

Councilman Mann reported: Nothing at this time.

Public Utilities

Councilwoman Krawiec reported: No report at this time.

Legislative, Insurance & Licenses

Councilman Marter reported: No report at this time.

Code Enforcement, Public Health, Welfare & Public Events

Councilwoman Francisco reported: No report at this time.

Technology

Councilman Marter reported: He had stopped in the office and the computers in the office are on their way out. Windows 7 is about to expire. We have back up available now available to the employees. Visited the office saying the computers are on their way out. Working on

tablets for staff, also Mayor and Council. Many files have been transferred to the cloud as a backup.

Correspondence

Peter Gorbatuk, Municipal Clerk reported: The Monthly Budget Report for October 2019 has been forwarded to Mayor and Council and is on file in the Municipal Clerks office.

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 Robilotti and seconded by C/Mann. Passed unanimously.

New Business

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-132

RESOLUTION FOR RENEWAL OF MEMBERSHIP
IN THE MONMOUTH MUNICIPAL JOINT INSURANCE FUND

WHEREAS, the Borough of Englishtown is a member of the Monmouth Municipal Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2019 unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Borough of Englishtown agrees to renew its membership in the Monmouth Municipal Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Mayor and Clerk shall be and hereby authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Monmouth Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

Offered by: C/Robilotti

Seconded by: C/Mann

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

Nays: None
Abstain: None
Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-133

APPOINTMENT OF RABIES CLINIC WORKERS

WHEREAS, there was 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, and Celia Hecht are hereby appointed as Rabies Clinic Workers for the Rabies Clinic that was held October 15.
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, and Celia Hecht.

Offered By: C/Robilotti

Seconded By: C/Marter

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

Nays: None
Abstain: None
Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-134

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:

City of Wildwood Reimbursement..... \$3,382.92

Services From: City of Wildwood
4400 New Jersey Avenue
Wildwood, NJ 08260

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 service.

Offered By: C/Robilotti

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-135

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: Water Main at 20 Lasatta Avenue on 10/17/19 for water department.

Services From: B&W Construction Co. of NJ, Inc. \$8,703.37
PO Box 574
South River, NJ 08882

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 service.

Offered By: C/Krawiec

Seconded By: C/Robilotti

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

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-136

RESOLUTION REGRETFULLY ACCEPTING THE
RESIGNATION OF SPECIAL LAW ENFORCEMENT OFFICER CLASS II MARK
REEFER

WHEREAS, Special Law Enforcement Officer Class II Mark Reefer served as Class II Officer for the Borough of Englishtown; and

WHEREAS, Special Law Enforcement Officer Class II Mark Reefer did tender his resignation to the Englishtown Borough Council with his last day of employment being November 13th, 2019.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Englishtown Borough Council regretfully accepts the resignation of Special Law Enforcement Officer Class II Mark Reefer
2. That a certified copy of this Resolution be delivered to Special Law Enforcement Officer Class II, Mark Reefer, the Chief Financial Officer and Chief Pete Cooke.

Offered by: C/Robilotti

Seconded by: C/Mann

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

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-137

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 \$779,280.99 are hereby authorized to be paid on November 18, 2019.
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/Marter

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

Nays: None

Abstain: None

Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-138

AUTHORIZATION OF PURCHASES OVER \$2625.00

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2,625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

SAVIN IM C3000 COPIER
\$126.00 Monthly \$1.00 Out

Services From: Atlantic Business Machines
3 Broad Street
Freehold, NJ 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/Marter

Seconded By: C/Robilotti

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

Nays: None

Abstain: None

Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-139

CONDITIONAL OFFER OF EMPLOYMENT FOR PART TIME DEPUTY TAX
COLLECTOR

WHEREAS, there is a need to hire a part-time Deputy Tax Collector; and

WHEREAS, Consetta Ellison of Aberdeen N.J. completed certification for her Tax Collectors License; and

WHEREAS, it is the recommendation of the Mayor and Council to make a conditional offer of employment to Consetta Ellison of Aberdeen for the position of Part Time Deputy Tax Collector at a rate of pay for \$12,000 annually; and

WHEREAS, that the following appointment is conditional upon the successful passing of a Background Check and Finger Printing, and

WHEREAS, it is the recommended to have Consetta Ellison of Aberdeen N.J. to start on December 1, 2019 with a 90 day probation period ending February 28, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown County of Monmouth, State of New Jersey that that a certified true copy of this resolution be forwarded to Consetta Ellison of Aberdeen N.J. and Jeannie Keevens, payroll clerk.

Offered By: C/Robilotti

Seconded By: C/Krawiec

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

Nays: None

Abstain: None

Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-140

CONDITIONAL OFFER OF EMPLOYMENT FOR SPECIAL LAW
ENFORCEMENT CLASS II OFFICER

WHEREAS, there is a need to hire a part-time Class II Special Law Enforcement Officer;
and

WHEREAS, Cesar Daniel Lopez Plaza of Long Branch, N.J. has satisfactorily completed
the Basic Course for Class II Special Law Enforcement Officer; and

WHEREAS, it is the recommendation of the Chief of Police to make a conditional offer of
employment to Cesar Daniel Lopez Plaza of Long Branch, N.J. for the position of Class II
Special Law Enforcement Officer; and

WHEREAS, that the following appointment is conditional upon the successful passing of a
background investigation, physical examination, psychological examination, drug testing by
urinalysis, firearms qualification and satisfactorily paying any financial obligation owed to
the municipality that sent Cesar Daniel Lopez Plaza to the Monmouth County Police
Academy to attend the Basic Course for Class II Special Law Enforcement Officer; and

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

WHEREAS, the date of hire shall be determined by the Chief of Police and the salary shall
be at the rate of \$14.00 per hour.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of
Englishtown, County of Monmouth, State of New Jersey that the Chief of Police is
authorized to offer a conditional offer of employment to Cesar Daniel Lopez Plaza of Long
Branch, N.J. for the position of Class II Special law Enforcement Officer and the following
appointment is conditional upon the successful passing of a physical examination,
psychological examination, drug testing by urinalysis, firearms qualification and
satisfactorily paying any financial obligation owed to the municipality that sent him to the
Monmouth County Police Academy to attend the Basic Course for Class II Special Law
Enforcement Officer

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to
the Chief of Police, Police Commissioner Wojyn and Cesar Daniel Lopez Plaza

Offered By: C/Robilotti

Seconded By: C/Mann

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

Nays: None

Abstain: None

Absent: None

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2019-141

APPOINTMENT OF CLASS II
SPECIAL LAW ENFORCEMENT OFFICER

WHEREAS, there is a need to hire a Class II Special Law Enforcement Officer; and

WHEREAS, the Police Chief has recommended William Bryan Sabin, Jr. of Freehold, N.J. for the position and have offered him a conditional offer of employment, Resolution No. 2019- 131, on October 23, 2019; and

WHEREAS, the appointment was conditional upon William Bryan Sabin, Jr. passing a background investigation, psychological evaluation, physical examination and firearms qualifications, all of which have been met; and

WHEREAS, continued employment will be contingent upon William Bryan Sabin, Jr. satisfactorily paying any financial obligation owed to the municipality that sent William Bryan Sabin, Jr. to the Ocean County Police Academy to attend the Basic Course for Class II Special Law Enforcement Officer; and

WHEREAS, William Bryan Sabin, Jr. was sworn in by the Municipal Clerk on November 18, 2019 as a Class II Special Law Enforcement Officer for the Borough of Englishtown.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that William Bryan Sabin, Jr. is hereby appointed Class II Special Law Enforcement Officer for the Borough of Englishtown as follows:

1. Appointment is effective November 18, 2019.
2. Salary is effective November 18, 2019 in the amount of \$14.00 per hour, paid semi-monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on November 18, 2020.
4. That said appointment is for the remainder of this calendar year and subject to re-appointment annually.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief of Police, the Chief Financial Officer, The Police Training Commission, Police Commissioner Wojyn and William B. Sabin, Jr.

Offered By: C/Robilotti

Seconded By: C/Mann

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

Nays: None

Abstain: None

Absent: None

Tax Collector's Report: At this time Mayor Reynolds reads the following reports for July 2019 and August 2019

Tax Collector's Reports

October 2019

2020 Taxes Year	\$7,590.98
2019 Taxes Year	\$464,053.97
Interest	1,242.19
Duplicate Bill Fee	10.00
Total Disbursements	\$472,897.14

Public Portion

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

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

Executive Session:

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

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

1. Any matter which, by express provision of Federal Law or State statute or rule of court, shall be rendered confidential;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;

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

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

WHEREAS, the Mayor and Council of the Borough of Englishtown believe that a closed session pursuant to 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 18th. day of November 2019 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/Marter

Passed unanimously

The time being 7:12 P.M.

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

The time being 8:25 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 8:30P.M.

November 18, 2019

Approved by Governing Body

Peter Gorbatuk

Municipal Clerk