

**\*\* WORKSHOP AGENDA \*\***

**February 13, 2019**

**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:
  - Review of 2019 Municipal Budget
  - Woman's History Month Celebration Candidate
3. Adjournment

The Meeting was called to order by Mayor Reynolds at 6:30 P.M.

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

Absent: C/Krawiec,

Discussion Item:

**Review of 2019 Municipal Budget:**

In the absence of CFO Finger, Mayor Reynolds discussed the Budget Memo prepared by CFO Finger with the members of Council:

**The 2019 Municipal Budget Complies with the LEVY CAP & APPROPRIATION CAP.**

<u>Notes:</u>	<u>2019 penny</u> = \$25,653.82	<u>2018 penny</u> = \$24,831.94
	Available Surplus \$571,925.13	Available Surplus \$502,663.75
	Utilized \$300,000	Utilized \$300,000
	<u>2019 surplus balance</u> = \$271,925.13	<u>2018 surplus balance</u> = \$202,663.75

Reason for increase in Surplus of \$69,261:  
2017 Budget (Appropriation Reserves) \$22,684  
Interest Income \$26,000  
2018 additional 1 cent increase in tax rate \$24,831  
Municipal Court Revenues (\$4,254)

The Value of the Penny increased by \$821.88

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**The 2019 Municipal Budget is \$33,392 higher than the 2018 Municipal Budget  
This budget is prepared with a recommendation to increase the tax rate by 0 cent and  
utilized \$30,800 by reallocating expenses to Current Fund Budget to offset Water  
Operating Expenses to avoid a water rate increase.**

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**Analysis of Tax Levy CAP:**

***Tax Levy Cap Bank is balanced.***

Total Allowable Tax Levy CAP = \$1,592,246

2018 Budget Tax Levy CAP is \$1,565,765

Amount left in 2019 Levy CAP Bank is \$0 (Needed to use all 2% plus \$607 from 2017 CAP Bank)

Amount in 2018 Levy CAP Bank available to use in 2019-2021 is \$42,592

Amount in 2017 Levy CAP Bank available to use in 2019-2020 is \$38,199

Amount in 2016 Levy CAP Bank available to use in 2019 is \$0

**Revenues**

- Decrease in Municipal Court (\$19,000)
- Decrease in Off Duty Police Admin Fee (\$ 3,000)
- Decrease in Cable Franchise Fees (\$ 1,763)
- Increase in Interest on Investments \$ 2,850
- Increase in Fire District Shared Services \$ 5,020

**Expenditures**

Included in this budget are Increases of:

- 2% Salary \$ 5,095
- Contractual Salaries \$15,000
- Legal Services \$10,000
- Municipal Court S&W \$10,894
- Pension \$18,500 PFRS
- Water Operating Reallocation \$30,800  
(S&W and Health Insurance)
- Various Departments \$ 2,899

Included in this budget are decreases of:

- Debt Service – Appeal \$54,000

Most Department Budgets either remained the same or had a reduction.

Please refer to the attached budget spreadsheets for detail and explanations.

This Budget represents an increase in spending by \$33,390 and a decrease of revenue by \$16,330. The Amount to be Raised by Taxation is \$1,617,154.79 divided by \$25,653.82.

(value of penny) equals a tax rate of .630 **TAX RATE INCREASE of 0 cent**

In 2018.... \$1,567,431.14 divided by \$24,831.94 = .631 tax rate

The ESTIMATED total 2019 Tax Rate assumes a 2% increase for County and School Taxes.

There were Capital Improvement Projects requested from departments this budget year.

Mayor Reynolds stated that there will be a zero percent increase in the municipal tax rate for 2019. Water usage is down, however our rates are comparable will need to watch this closely.

C/Cooke mentions a Capital Improvement project for technology will have a plan to present to Mayor and Council with different options. We will then prioritize and move forward.

Women’s History Month Celebration Candidate: Mayor Reynolds and Council have a candidate and named Tracey Cuccia who has dedicated endless hours to the Manalapan

Englishtown First Aid Squad in helping others. C/Cooke and C/Robilotti will interview her. She will be honored at the March 13th Council Meeting.

**Adjournment**

There being no further business a motion to adjourn the workshop was offered by C/Robilotti, Seconded by C/Mann. Passed unanimously. The time being 6:52 P.M.

**\*\* 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  
January 23, 2019 Meeting
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. 2019-047  
Authorizing the County of Monmouth Mosquito Control Division to Conduct Aerial Mosquito Control Operations within the Borough of Englishtown.
  - B. Resolution No. 2019-048  
Authorizing Signing of Professional Contracts
  - C. Resolution No. 2019-049  
Appointment of Animal Control Officer
  - D. Resolution No. 2019-050  
Authorizing Borough Employees to Bank Remaining 2018 Sick Leave Time

- E. Resolution No. 2019-051  
Authorizing Borough Employees to Carry Over Remaining  
Vacation Time to the Year 2019
  - F. Resolution No. 2019-052  
Authorizing Fire Department and First Aid Squad to Fundraise on  
Borough Roadways
  - G. Resolution No. 2018-053  
Payment of Borough Bills
- 9. Tax Collector's Report – No Report
  - 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 implies 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/Cooke, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Absent: C/Krawiec, CFO Laurie Finger

Also present, Municipal Clerk, 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 Minutes: January 23, 2019

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

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

Nays: None

Abstain: C/Robilotti

Absent: C/Krawiec

### Committee Reports

#### Administration, Finance & Personnel

Councilwoman Robilotti reported: CFO Laurie Finger's Mother passed away and a fruit basket was sent from Mayor and Council.

#### Public Safety

Councilman Wojyn reported: Read Police Reports for December, Year End and January and are on file in the Clerk's Office.

#### Public Buildings & Grounds

Councilman Mann reported: the front doors need some attention as one door scrapes on the bottom. Municipal Clerk asked Chief Peter Cooke when the magnetic bas was installed wasn't that fixed? Police Chief Peter Cooke said they tightened the hinge. Municipal Clerk Peter Gorbatuk said will have the DPW address this.

#### Public Utilities

Councilwoman Krawiec reported: Absent, no report at this time.

#### Legislative, Insurance & Licenses

Councilman Marter reported: No report at this time.

#### Code Enforcement, Public Health, Welfare & Public Events

Councilman Cooke Reported: Code Office is vacated and will be moving forward to fill the positions of Code Enforcer, and Janitorial Handyman, and Part-Time DPW employee.

#### Technology

Councilman Marter reported: No report at this time.

#### Correspondence

Peter Gorbatuk, Municipal Clerk reported: The Monthly Budget Report for January 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 C/Robilotti and seconded by C/Mann. Passed unanimously.

New Business

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-047

AUTHORIZING THE COUNTY OF MONMOUTH MOSQUITO CONTROL DIVISION TO  
CONDUCT AERIAL MOSQUITO CONTROL OPERATIONS WITHIN THE BOROUGH OF  
ENGLISHTOWN

WHEREAS, the Monmouth County Board of Chosen Freeholders, pursuant to N.J.S.A. 26:9-27 et seq. has elected through its Mosquito Control Division to perform all acts necessary for the elimination of mosquito breeding areas and/or to exterminate mosquitoes within the county; and

WHEREAS, the County has instituted an Integrated Pest Management Program consisting of surveillance , water management, biological control, and chemical control to exterminate the mosquito population within the county of Monmouth; and

WHEREAS, prior to conducting aerial dispensing operations over a designated “congested area”, the County is required, pursuant to Federal Aviation Administration Regulation (FAR Part 137.51), to secure prior written approval from the governing body of the political subdivision over which the aircraft is to be operated; and

WHEREAS, the Borough of Englishtown is designated as a “congested area” by the Federal Aviation Administration and the County has requested that this governing body consent to its proposed aerial dispensing operations.

NOW, THEREFORE, BE IT FURTHER RESOLVED as follows:

1. The Governing Body hereby authorizes the County of Monmouth Mosquito Control Division or its agent to apply pesticides by aircraft for mosquito control in certain areas of the municipality designated by the County as being either larval mosquito habitat or areas harboring high populations of mosquitoes constituting either a nuisance, a health hazard, or both with the understanding that:
  - a. The County shall utilize pesticides, application equipment and aircraft that are approved for aerial applications by the applicable Federal (USEPA) and State (NJDEP) agencies; and
  - b. Such operations will be performed in compliance with applicable Federal and State regulations; and
  - c. The County will notify the police department of each municipality over which aerial pesticide operations are planned prior to commencement of such operations.

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. 2019-048

AUTHORIZING SIGNING OF PROFESSIONAL CONTRACTS

WHEREAS, professional contracts have been submitted to the Municipal Clerk of the Borough of Englishtown and forwarded to the Borough Attorney for review; and

WHEREAS, the Municipal Attorney has reviewed said contracts and has found them to be in compliance with statutory requirements; and

WHEREAS, the members of Council hereby approve the following contracts.

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, hereby authorizes the Mayor and Borough Clerk to execute the contracts for professional services for:

Bond Counsel	John M. Cantalupo of Archer & Greiner
Auditor	Robert W. Allison of Holman, Frenia, Allison P.A.
Engineer	Thomas J. Herits of Maser Consulting
Attorney	Joseph Youssof, Esquire
Prosecutor	Richard Kelly, Esquire
Public Defender	Michael DuPont,

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. 2019-049

APPOINTMENT OF ANIMAL CONTROL OFFICER

WHEREAS, the Mayor and Council of the Borough of Englishtown are knowledgeable that there is a need for an Animal Control Officer to perform Animal Control services within the Borough of Englishtown.

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

1. Jan (John) E. Bilyk (d/b/a Whisper Acres) of Jackson, N.J. is a certified animal control officer who will perform all duties required of the position and outlined in the contract.

2. The Mayor and Municipal Clerk are authorized to execute a 1-year agreement between Jan E. Bilyk (d/b/a Whisper Acres) and the Borough of Englishtown for Animal Control Services for a one-year period commencing March 1, 2019 through February 29, 2020 at an annual compensation of two thousand dollars (\$2,000.00).

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, hereby authorizes the Mayor and Borough Clerk to execute the contract with Jan (John) E. Bilyk (d/b/a Whisper Acres) of Jackson, N.J for Animal Control Services.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Borough of Englishtown Chief Financial Officer and Jan (John) E. Bilyk (d/b/a Whisper Acres).

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. 2019-050

AUTHORIZING BOROUGH EMPLOYEES TO BANK  
REMAINING 2018 SICK LEAVE TIME

WHEREAS, several Borough employees have not used all of their allowed sick time in the year 2018; and

WHEREAS, pursuant to Section 3.4 of the Personnel Policy, earned but unused sick leave may accumulate, however in no event shall accrued sick leave exceed 20 days; and

WHEREAS, the department heads state that the 2018 unused sick leave time is as follows:

Celia Hecht	12.5	Sick Days Remaining
Jeanne Keevins	12.0	Sick Days Remaining
Peter Gorbatuk	14.5	Sick Days Remaining
Rob Smith	16.0	Sick Days Remaining

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 personnel will be allowed to bank their remaining 2018 sick time.

BE IT FURTHER RESOLVED a certified true copy of this Resolution be forwarded to Celia Hecht, Jeanne Keevins, Peter Gorbatuk, Rob Smith, and the Borough Auditor.



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. 2019-051**

**AUTHORIZING BOROUGH EMPLOYEES TO CARRY OVER  
REMAINING VACATION TIME TO THE YEAR 2019**

WHEREAS, several Borough employees have not used all of their allowed vacation time; and

WHEREAS, pursuant to Section 3.2 of the Personnel Policy, employees may carry over a maximum of five (5) unused vacation days into the next calendar year ; and

WHEREAS, the department heads state that the remaining vacation time is as follows:

Celia Hecht	5	Vacation Days Remaining
Jeanne Keevins	2	Vacation Days Remaining
Peter Gorbatuk	5	Vacation Days Remaining
Lisa Langlois	2	Vacation Days Remaining
Rob Smith	3	Vacation Days Remaining

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 personnel will be allowed to carry their remaining vacation time from 2018 over to the year 2019.

BE IT FURTHER RESOLVED a certified true copy of this Resolution be forwarded to Celia Hecht, Peter Gorbatuk, Lisa Langlois, Jeanne Keevins, Rob Smith, and the Borough Auditor.

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. 2019-052

AUTHORIZING FIRE DEPARTMENT AND FIRST AID SQUAD  
TO FUNDRAISE ON BOROUGH ROADWAYS

WHEREAS, on February 8, 2019 the Borough of Englishtown received correspondence from the Executive Board of the Englishtown Fire Department requesting permission to allow their organization and the Englishtown/Manalapan First Aid Squad to conduct fundraising activities on Tennant Avenue/ Main Street (aka CR 522 & 527) and Main Street/Water Street (aka CR 522 & 527) Friday – Sunday from April through October, 2019, each on subsequent weekends; and

WHEREAS, pursuant to R.S.39:4-60, municipalities shall not authorize charitable organizations to solicit on any County highway or intersection of the County highway without the approval of the Board of Chosen Freeholders.

NOW, THEREFORE BE IT RESOLVED, that the above fundraising request is hereby authorized by the Mayor and Council of the Borough of Englishtown contingent upon the approval by the Board of Chosen Freeholders.

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. 2019-053

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 \$608,085.40 are hereby authorized to be paid on February 13, 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/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: No report at this time.

Public Portion

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

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

Executive Session: No Executive Session was needed.

Adjournment

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

The time being 7:18 P.M.

March 13, 2019

*Peter Gorbatuk*

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Approved by Governing Body

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Municipal Clerk