

Minutes, January 23, 2019  
Page 1  
**\*\* WORKSHOP AGENDA \*\***  
**January 23, 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:
  - Women's History Month Celebration – March
3. Adjournment

The meeting was called to order by Mayor Reynolds at 6:30.

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

Discussion Items:

Woman's History Month Celebration Discussion:  
Mayor and Council briefly discuss to have a candidate for the February 13<sup>th</sup> meeting.

**Adjournment**

There being no further business a motion to adjourn the workshop was offered by C/Krawiec , Seconded by C/Marter. Passed unanimously. The time being 6:32.

**\*\* 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. Oath of Office for Peter Stanfield Cooke Jr. – Chief of Police – Borough of Englishtown
5. Approval of Minutes  
December 17, 2018  
December 17, 2018 Executive Session  
Reorganization Meeting January 2, 2019

6. Committee Reports
7. Correspondence
8. 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.
9. New Business
  - A. Resolution No. 2019-039  
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale. Block 4 – Lot 21
  - B. Resolution No. 2019-040  
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale. Block 18 – Lot 5
  - C. Resolution No. 2019-041  
Authorizing Refund of Tax Sale Certificate & Refund of Premium Paid at Tax Sale. Block 6 – Lot 14.41 c40
  - D. Resolution No. 2019-042  
Authorization of Services Edmunds & Associates Software Maintenance for Finance, Tax, Animal & Water Sewer Departments
  - E. Resolution No. 2019-043  
Authorization of Purchases Police Department Ammunition
  - F. Resolution No. 2019-044  
Authorization of Purchases Over \$2625.00 – Water Department Hypochlorite Briquette
  - G. Resolution No. 2019-045  
Appointment of Deputy Court Administrator
  - H. Resolution No. 2019-046  
Authorization for Payment of Borough Bills
10. Tax Collector's Reports – December 2018
11. 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 implies or mentioned, are to be brought to the full

attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.

12. Executive Session

13. Adjournment

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

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

Also present, CFO Laurie Finger, Municipal Clerk Peter Gorbatuk, Attorney Johnathan Cohen, and Mayor Tom Reynolds.

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.

Oath of Office for Peter Stanfield Cooke Jr.

At this time the Oath of Office was given to Peter Stanfield Cooke Jr. as Chief of Police for the Borough of Englishtown by Police Commissioner / Councilman Gregory Wojyn. Also in attendance Board of Chosen Freeholder Susan M. Kiley who presented Chief of Police Peter Stanfield Cooke Jr. with a Proclamation which was read to him and all present. A hearty round of applause ensued. Chief Cooke then gave thanks to all who attended this ceremony, friends, and family, fellow police officers, those who he trained and moved on in their career. He then spoke of his parents who did not get a chance to see him become a Chief but he knows they are smiling down on him this evening. At this time he invited all to join him and his family to the Knights of Columbus Hall on Lasatta Avenue in the Borough for refreshments.

Approval of Minutes –

There being no corrections, deletions or additions, a motion to approve the December 17, 2018, meeting minutes along with the Executive Session, and the January 2, 2019 minutes was offered by C/Krawiec and seconded by C/Marter. Passed on the following roll call:

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

Committee Reports:

Administration, Finance & Personnel:

Councilwoman Robilotti reports: Absent, no report at this time.

Public Safety:

Councilman Wojyn reports: No report at this time.

Public Buildings & Grounds:

Councilman Mann reports: No report at this time.

Public Utilities:

Councilwoman Krawiec reports: No report at this time.

Legislative, Insurance & Licenses:

Councilman Marter reports: No report at this time.

Code Enforcement, Public Health, Welfare & Public Events:

Councilwoman Cooke reports: No report at this time.

Technology

Councilman Marter reports: No report at this time.

Correspondence:

Peter Gorbatak, Municipal Clerk reports at this time:

- The Monthly Budget Report for December 2018 has been received 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 were offered by C/Robilotti and seconded by C/Marter. Passed unanimously.

New Business

BOROUGH OF ENGLISHTOWN                      TABLED TO 2/13/19  
RESOLUTION NO. 2019-039

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 US Bank cst PC7 First Trust Bank, 50 South 516<sup>th</sup> Street, Suite 2050 Philadelphia, PA 19102:

Tax Sale Certificate No. 17-00005  
Block 4, Lot 21  
37 Main Street  
in the amount of \$8,396.75

WHEREAS, US Bank cst PC7 First Trust Bank LC also paid \$31,300.00 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 \$39,696.75.

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 \$39,696.75 to US Bank cst PC7 First Trust Bank

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

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-040

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 US Bank cst PC7 First Trust Bank, 50 South 516<sup>th</sup> Street, Suite 2050 Philadelphia, PA 19102:

Tax Sale Certificate No. 18-00007  
Block 18, Lot 5  
19 Tennant  
in the amount of \$3,837.25

WHEREAS, US Bank cst PC7 First Trust Bank LC also paid \$4,600.00 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 \$8,437.25.

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 \$8,437.25 to US Bank cst PC7 First Trust Bank

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/Krawiec

Seconded By: C/Mann

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

Nays: None

Abstain: None

Absent: C/Robilotti

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-041

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 Culmac Investors Box 251 Monmouth Beach, NJ 07750:

Tax Sale Certificate No. 18-00005  
Block 6, Lot 14.40 c40  
40 Oxford Court  
in the amount of \$588.94

WHEREAS, Culmac Investors also paid \$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 \$588.94.

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 \$588.94 to Culmac Investors.

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/Krawiec

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: C/Robilotti

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-042

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:

Software Maintenance for Finance, Tax, Animal & Water Sewer  
Departments.....\$10,259.00

Services From:

Edmunds & Associates  
301 – A Tilton Road  
Northfield, NJ 08225

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/Krawiec

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: C/Robilotti

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-043

AUTHORIZATION OF PURCHASES OVER \$2625.00

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 was 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 Ammunition ..... \$5,350.00

Purchased From:

Eagle Point Gun Shop  
TJ Morris & Son  
1707 Third Street  
Thorofare, N.J. 08086

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/Krawiec

Seconded by: C/Marter

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

Nays: None

Abstain: None

Absent: C/Robilotti

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-044

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:

Water Department - \$2940.00  
Calcium Hypochlorite Briquette

Services From:

G. P. Jager & Associates, 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(s) is approved for the purchase or order.

Offered By: C/Krawiec

Seconded By: C/Marter

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

Nays: None

Abstain: None

Absent: C/Robilotti

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-045

#### APPOINTMENT OF DEPUTY COURT ADMINISTRATOR

WHEREAS, there is a need to fill the position of Deputy Court Administrator within the Borough of Englishtown Municipal Court; and

WHEREAS, Municipal Court Violations Clerk Deanna Owens has completed the written exam and oral testing required; and

WHEREAS, it is the recommendation of the Municipal Court Administrator and Council Chair Lori Cooke to appoint Deanna Owens of Neptune, New Jersey to the Position of Deputy Court Administrator of 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 as follows:

1. Deanna Owens is hereby appointed as Deputy Court Administrator for the Borough of Englishtown Municipal Court, effective January 1, 2019 and shall be under the direction of the Municipal Court Administrator.
2. That said position shall be full time, 35 hours per week, at an hourly rate of \$14.00 per hour, payable per the salary ordinance with a ninety (90) day probationary period. Court Attendance included in annual salary.
3. That additional hours may be required, for department coverage / court and section 4.2 of the Personnel Policy will be adhered to regarding additional hours. These additional hours will be authorized by the Municipal Court Judge and Municipal Court Administrator, to cover vacation or court session's payable at the same hourly rate.

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 Deanna Owens.

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

BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2019-046

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 \$588,711.46 are hereby authorized to be paid on January 23, 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/Mann  
Seconded by: C/Krawiec  
Roll Call: Ayes: C/Cooke, C/Krawiec, C/Mann, C/Marter, C/Wojyn  
Nays: None  
Abstain: None  
Absent: C/Robilotti

Tax Collector's Report

December 2018

2019 Taxes Year	\$13,404.57
2018 Taxes Year	32,560.30
Tax Sale Premium	24,100.00
Outside Lien Redemption	7,878.04
Interest	1,430.94
Cost of Sale	472.55
Duplicate Bill Fee	10.00
Net Receipts	\$79,856.40
W/S at tax sale	113.38
Paid to W/S	(113.38)
Total Disbursements	\$79,856.40
Net Disbursements	\$79,856.40

Public Portion

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

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

Executive Session

No Executive Session as there was nothing at this time.

Adjournment

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

The time being 7:06 P.M.

February 23, 2019

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Approved by Governing Body

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Municipal Clerk