

**\*\*MINUTES\*\***

**January 3, 2022**

**6:30 P.M.**

**Reorganization Meeting of the Mayor and Council of the Borough of Englishtown,  
15 Main Street, Englishtown, New Jersey 07726.**

Oath of Office

Administered to the following officials by Deputy Municipal Clerk Laurie Finger

Daniel Francisco, Council	3- Year Term - Exp. 12/31/2024
William Lewis, Council	3- Year Term - Exp. 12/31/2024
Joseph Youssouf, Borough Attorney	1- Year Term - Exp. 12/31/2022

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

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

Also present were Deputy Municipal Clerk Laurie Finger, Finance Officer Sylvia Eryan-Hawileh, and Borough Attorney Joseph Youssouf

Statement of Compliance with Sunshine Law

Mayor Reynolds stated that pursuant to N.J.S.A. 10 4-6 notification of this meeting has been (1) Published in the Asbury Park Press, the Official Newspapers of the Borough, (2) Posted to the Public at Borough Hall, (3) Copy has been filed with the Municipal Clerk.

A moment of Silence and Salute to the Flag was led by Mayor Reynolds

Open Public Portion/Limited to Agenda Items Only

Motion was made by C/Robilotti, seconded by C/Mann approved on the following roll call vote to open to public comment:

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

- Englishtown Police Chief Cooke questioned the swearing in of the Borough Attorney prior to his resolution of appointment being approved.
- Rich Thompson, New Beginnings Crossing, Manalapan, NJ, questioned Resolution 2022-002 showing the Code Enforcement Officer position being vacant. Attorney Youssouf addressed the question.
- Chief Cooke remarked, as supervisor of Code Enforcement, that he should have been notified of the matter questioned by Mr. Thompson.

There being no further comments, motion was made by C/Robilotti, seconded by C/Marter approved on the following roll call vote to close to public comment.

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

Nominations for Council President

Mayor Reynolds requested nominations for Council President at which time Gregory Wojyn was nominated by C/Mann and seconded by C/Robilotti

C/Marter nominated Daniel Francisco as Council President. The motion was not seconded.

There being no further nominations were made, on the motion for Gregory Wojyn as Council President for the year 2022:

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

Mayor's Appointments: Unified Planning/Zoning Board

Class I Official	Thomas Reynolds	1 Year Term - Exp. 12/31/2022
Class II Official	James Mastrokalos	1 Year Term - Exp. 12/31/2022
Class IV Member	Deana Mann	4 Year Unexpired Term – Exp. 12/31/2024
Class IV Member	Jerry Leonardis	4 Year Unexpired Term – Exp. 12/31/2024
Alternate 1	Lauren Roth	2 Year Term - Exp. 12/31/2022
Alternate 2	Patsy Fierro	2 Year Term – Exp. 12/31/2023

Municipal & Professional Appointments – Individual Roll Call

**RESOLUTION NO. 2022-001**

**APPOINTMENT OF MUNICIPAL CLERK/CERTIFIED MUNICIPAL REGISTRAR**

**WHEREAS**, *N.J.S.A. 40A:9-133* states “that there shall be a municipal clerk appointed for a three-year term by the governing body of the municipality”; and

**WHEREAS**, *N.J.S.A. 26:8-11* states that “In any district having a population of less than 5,000 persons in which the county clerk does not act as the local registrar, the municipal clerk shall be appointed as local registrar”; and

**WHEREAS**, there is currently a vacancy within the Borough of Englishtown for the position of Registered Municipal Clerk/Certified Municipal Registrar; and

**WHEREAS**, the Governing Body of the Borough of Englishtown wishes to fill said positions and

**WHEREAS**, Gretchen McCarthy of Monroe, New Jersey, currently holds Registered Municipal Clerk Certificate C-0889 and Certified Municipal Registrar Certificate CMR 1834, qualifications necessary to fill the vacancy in the respective 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. That Gretchen McCarthy of Monroe is hereby appointed as Municipal Clerk/Certified Municipal Registrar for the Borough of Englishtown, effective January 1, 2022 for a three (3) year term expiring December 31, 2024.
2. That said position shall be full-time, thirty-five (35) hours per week, at a starting salary of \$70,000.00 annually, payable semi-monthly per the salary ordinance and with four (4) weeks paid vacation.
3. That a certified true copy of this resolution shall be forwarded to the Director of the Division of Local Government Services in the New Jersey Department of Community Affairs, the New Jersey State Registrar of Vital Statistics, the Borough's Chief Financial Officer, and Gretchen McCarthy.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco			X		
Lewis			X		
Mann		X			
Marter			X		
Robilotti	X	X			
Wojyn	X	X			
Mayor Reynolds	tie vote only		X		

Deputy Clerk Finger stepped aside and Clerk McCarthy was seated on the dais to complete the remainder of the meeting.

**RESOLUTION NO. 2022-002**

**MUNICIPAL APPOINTMENTS**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that the following appointments are hereby confirmed for the year 2022:

- |                                    |                      |
|------------------------------------|----------------------|
| Official Assessment Search Officer | Gretchen McCarthy    |
| ADA Coordinator                    | Gretchen McCarthy    |
| Chief Financial Officer            | Sylvia Eryan-Hawileh |
| Deputy Chief Financial Officer     | Laurie Finger        |
| Municipal Clerk                    | Gretchen McCarthy    |

Registrar	Gretchen McCarthy
Deputy Municipal Clerk	Laurie Finger
Deputy Registrar	Jeanne Keevins
Municipal Magistrate	James. M. Newman
Municipal Court Administrator	Lisa Langlois
Deputy Court Administrator	VACANT
Water/Sewer Clerk	Violetta Grzanko
Tax Assessor - <i>tenured</i>	Mark Fitzpatrick
Tax Collector	Consetta Ellison
Deputy Tax Collector	Laurie Finger
Planning Board Secretary	Celia Hecht
Municipal Housing Liaison	Jeanne Keevins
Finance Clerk	Jeanne Keevins
Water/Sewer Superintendent	James Mastrokalos
Borough Physician	Dr. Kenneth Faistl
F/T Public Works Employee	Michael Reynolds
P/T Public Works Employee	Edward Walker
P/T Public Works Employee	Vincent Santorelli
Clean Communities Representative	Tom Herits
Shade Tree Commission Secretary	Gregory Wojyn
Housing Inspector	John Marini
Asst. Code Enforcement Officer	John Marini
Zoning Officer	John Marini
Emergency Mgmt. Coordinator	Peter Cooke, Jr.

Deputy Emergency Mgmt. Coordinator	Eric Mann
Special Law Enforcement Class II Officer	Alexander Pires
Special Law Enforcement Class II Officer	Michael Garafalos
Special Law Enforcement Class II Officer	Edward Burns

**BE IT FURTHER RESOLVED** that said appointments shall be in accordance with any existing laws or policies regulating said office.

**BE IT FURTHER RESOLVED** that the salary for each employee shall be at the rate as set forth by the salary Ordinance as adopted by the Governing Body.

Motion to table Code Enforcement appointment to January 26, 2022 was made by C/Wojyn, seconded by C/ Robilotti, with all Councilmembers present voting affirmatively.

*Code Enforcement Officer*

*VACANT– tabled to 01/26/2022*

Resolution 2022-002 as amended:

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann		X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-003**

**APPOINTMENT OF BOROUGH ENGINEER**

**WHEREAS**, the Mayor and Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Engineer to perform Engineering Services as may be required by Council; and

**WHEREAS**, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq) requires that the Resolution authorizing the appointment of an Engineer, for "Professional Service" without competitive bids must be publicly advertised;

**WHEREAS**, by the Mayor and Council of the Borough of Englishtown as follows:

1. Thomas Herits, P.E., P.P. firm of Maser Consulting be appointed as the Borough Engineer for the Borough of Englishtown for a term of one year terminating

December 31, 2022, subject to contract approval.

2. The said party appointed above during the term of their appointment shall provide such Engineering Services as may be required by the Borough Council under and pursuant to law and shall submit vouchers for payment in a timely manner as well as project outlines, cost estimates and any other relevant material prior to submitting a work proposal to Borough Council. The salary is based on service per fee schedule and is not to exceed \$100,000.00
  
4. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis				X	
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-004**

**APPOINTMENT OF BOROUGH ATTORNEY**

**WHEREAS**, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Attorney to advise the Council of legal matters; and

**WHEREAS**, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of an Attorney for "Professional Services" without competitive bids must be publicly advertised:

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

1. Joseph Youssouf be appointed as the Borough Attorney for the term of one year terminating December 31, 2022, subject to contract approval.
  
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary is \$170.00 per hour and is not to exceed \$75,000.00.
  
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X	X		
Lewis				X	
Mann			X		
Marter			X		
Robilotti	X		X		
Wojyn			X		
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-005**

**APPOINTMENT OF BOND COUNSEL**

**WHEREAS,** The Council of The Borough of Englishtown is knowledgeable that there is a need for the appointment of a Bond Counsel to advise the council of legal matter; and

**WHEREAS,** the Local Public Contract (N.J.S.A. 40:11-1-et Seq.) requires that the Resolution authorizing the appointment of a Bond Counsel for "Professional Services" without competitive bids must be publicly advertised;

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

1. John Cantalupo, Esq. of the firm Archer & Greiner be appointed as the Borough Bond Counsel for the term of one year terminating December 31, 2022, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary varies based on service per fee schedule and is not to exceed \$10,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco			X		
Lewis				X	
Mann	X		X		
Marter			X		
Robilotti		X	X		
Wojyn			X		
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-006**

**APPOINTMENT OF BOROUGH AUDITOR**

**WHEREAS**, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Auditor to advise the Council of financial matters; and

**WHEREAS**, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq.) requires that the Resolution authorizing the appointment of an Auditor, for "Professional Service" without competitive bids must be publicly advertised;

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

1. Robert W. Allison, C.P.A., R.M.A., of the firm Holman Frenia Allison, P.C. be appointed as Borough Auditor for the Borough of Englishtown for a term of one year terminating December 31, 2022, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such financial services as may be approved by the Borough Council under and pursuant to law. Salary varies based on service per fee schedule and is not exceed to \$45,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

<b>Council Member</b>	<b>Motion/Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Francisco		X			
Lewis				X	
Mann		X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-007**

**APPOINTMENT OF PROSECUTOR**

**WHEREAS**, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Prosecutor for the Municipal Court; and

**WHEREAS**, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Prosecutor for "Professional Services" without competitive bids must be publicly advertised:

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of



Englishtown as follows:

1. Richard Kelly, is appointed Prosecutor for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2022, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$350.00 per session and not to exceed \$10,500.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X	X		
Lewis				X	
Mann			X		
Marter			X		
Robilotti	X		X		
Wojyn			X		
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-008**

**APPOINTMENT OF PUBLIC DEFENDER**

**WHEREAS**, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Public Defender for the Municipal Court; and

**WHEREAS**, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Public Defender for "Professional Services" without competitive bids must be publicly advertised:

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown as follows:

1. Michael R. Dupont, Esq. of the firm McKenna, Dupont, Higgins & Stone is appointed Public Defender for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2022, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$300.00 per session and not to exceed \$3,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of

Englishtown in accordance with the Local Public Contracts Law.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis				X	
Mann		X			
Marter	X	X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-009**

**APPOINTMENT OF CLASS III MEMBER OF THE  
 BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD**

**WHEREAS**, N.J.S.A. 40: 55d-23 allows the Governing Body to appoint one of its members to the Unified Planning/Zoning Board; and

**WHEREAS**, the Borough of Englishtown Unified Planning/Zoning Board has a vacancy in the Class III seat; and

**WHEREAS**, it is the wishes of the Governing Body to fill said vacancy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Cindy Robilotti be appointed a Class III member of the Borough of Englishtown Unified Planning/Zoning Board for a term of one (1) year ending December 31, 2022.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be given to the Borough of Englishtown Unified Planning/Zoning Board Secretary and Council

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

Mayor Reynolds asked for nominations of a member of Council to fill the Police Commissioner position.

C/ Mann was nominated by C/ Wojyn, seconded by C/Mann.

C/Wojyn was nominated by C/Robilotti, seconded by C/Marter.

There were no further nominations.

Mayor Reynolds asked for a roll call on nomination for C/Mann as Police Commissioner

**RESOLUTION NO. 2022-010**

**APPOINTMENT OF POLICE COMMISSIONER**

**WHEREAS**, there is a need for the position of Police Commissioner as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03:

**NOW, THEREFORE, BE IT RESOLVED**, by the Englishtown Borough Council as follows that Councilmember Eric Mann is hereby appointed as Police Commissioner of the Borough of Englishtown, which appointment shall be effective January 3, 2022 through December 31, 2022.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided by the Borough Clerk to, the Police Commissioner and the Police Dept.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter			X		
Robilotti			X		
Wojyn	X	X			
Mayor Reynolds	tie vote only				

The motion having carried, Eric Mann shall serve as Police Commissioner for the year 2022.

Mayor Reynolds asked for nominations of a member of Council to fill the second Councilmember Police Commission position.

C/Robilotti was nominated by C/Mann, seconded by C/Marter  
 C/Francisco was nominated by C/Lewis, seconded by C/Mann

There were no further nominations.

Mayor Reynolds asked for a roll call on nomination for C/Robilotti as the second member of the Police Commission.

**RESOLUTION NO. 2022-011**

**APPOINTMENT OF POLICE COMMISSION**

**WHEREAS**, there is a need for the council appointment of a Police Commission as set forth in the Code of the Borough of Englishtown, Chapter 1.33.03;

**WHEREAS**, the Borough Council shall designate from among its membership two or more members, along with the Mayor which shall constitute a Police Commission. The Police Commissioner shall chair the Police Commission;

**NOW, THEREFORE, BE IT RESOLVED** by the Englishtown Borough Council as follows that Mayor Reynolds, Councilmember Eric Mann, and Councilmember Cindy Robilotti are hereby appointed to the Police Commission of the Borough of Englishtown, which appointment shall be effective January 3, 2022 through December 31, 2022.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided by the Municipal Clerk to the members of the Police Commission and the Police Department.

<b>Council Member</b>	<b>Motion/Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Francisco				X	
Lewis			X		
Mann	X		X		
Marter		X	X		
Robilotti			X		
Wojyn			X		
Mayor Reynolds	tie vote only				

Motion having carried, C/Robilotti will serve as the second Councilmember on the Police Commission. Due to the change in committee members Resolution 2022-012 was held until later in the meeting

Reorganization Business – Individual Roll Call

**RESOLUTION NO. 2022-013**

**2022 TEMPORARY OPERATING BUDGET**

**WHEREAS**, Section 40A:4-19 of the revised Statutes of the State of New Jersey provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2022 Municipal Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this Resolution is within the first thirty days of January 2022; and

**WHEREAS**, the total appropriations in the 2021 Municipal Budget, exclusive of any

appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, is \$ 3,346,035.00 and

**WHEREAS**, 26.25% of the total appropriations in the 2021 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, in said 2021 Municipal Budget is \$878,333.00

**NOW, THEREFORE, BE IT RESOLVED**, that the attached appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

<b>BOROUGH OF ENGLISHTOWN</b>					
<b>TEMPORARY APPROPRIATION 2022</b>					
			<b>2021</b>	<b>Temporary</b>	<b>Total</b>
			<b>Last year's</b>	<b>Appropriation</b>	<b>Temporary</b>
			<b>Budget</b>	<b>January</b>	<b>Appropriation</b>
<b>OFFICE OF THE MAYOR</b>					
	OTHER EXPENSES	O/E	2,000	\$ 1,500.00	1,500.00
<b>GOVERNING BODY</b>					
	SALARIES & WAGES	S&W	28,500	\$ -	
<b>GENERAL ADMINISTRATION</b>					
	SALARIES & WAGES	S&W		\$ -	
	OTHER EXPENSES	OE	100	\$ 100.00	100.00
<b>DATA PROCESSING</b>					
	SALARIES & WAGES	S&W		\$ -	
	OTHER EXPENSES	OE	100,955	\$ 18,147.00	18,147.00
<b>ANNUAL AUDIT</b>					
	OTHER EXPENSES	O/E	15,000	\$ 9,000.00	9,000.00
<b>MUNICIPAL CLERK</b>					
	SALARIES & WAGES	S&W	45,600	\$ 18,500.00	18,500.00
	OTHER EXPENSES	O/E	10,000	\$ 3,000.00	3,000.00
<b>ELECTIONS</b>					
		O/E	600	\$ -	
<b>OFFICE OF TAX ASSESSMENT</b>					
	SALARIES & WAGES	S&W	12,400	\$ 4,000.00	4,000.00
	OTHER EXPENSES	O/E	5,150	\$ 1,000.00	1,000.00
<b>FINANCIAL ADMINISTRATION</b>					
	SALARIES & WAGES	S&W	58,000	\$ 15,000.00	15,000.00
	OTHER EXPENSES	O/E	2,110	\$ 1,100.00	1,100.00
<b>TAX COLLECTION</b>					
	SALARIES & WAGES	S&W	12,000	\$ 3,000.00	3,000.00
	OTHER EXPENSES	O/E	3,080	\$ 1,000.00	1,000.00
<b>GROUP INSURANCE &amp; LIABILITY INSURANCE</b>					
	OTHER EXPENSES	O/E INSIDE	175,000	\$ 92,500.00	92,500.00
	OTHER EXPENSES	O/E OUTSIDE			
	HEALTH BENEFIT WAIVER	O/E	10,000	\$ 2,500.00	2,500.00
<b>DEPARTMENT OF LAW</b>					
	OTHER EXPENSES	O/E	70,000	\$ 12,000.00	12,000.00
<b>MUNICIPAL PROSECUTOR</b>					
	SALARIES & WAGES	S&W	10,500	\$ 3,500.00	3,500.00
	OTHER EXPENSES	O/E		\$ -	
<b>MUNICIPAL PUBLIC DEFENDER</b>					
	SALARIES & WAGES	S&W	3,000	\$ -	
	OTHER EXPENSES	O/E		\$ -	
<b>DEPT. OF PARKS/RECREATION/SOCIAL SERVICES</b>					

CELEBRATION OF PUBLIC EVENTS					
	OTHER EXPENSES	O/E	100	\$ 25.00	25.00
DOG TRUST FUND					
	OTHER EXPENSES	O/E	600	\$ 100.00	100.00
EMERGENCY MANAGEMENT					
	SALARIES & WAGES	S&W			
	OTHER EXPENSES	O/E	400	\$ 100.00	100.00
POLICE					
	SALARIES & WAGES	S&W	644,500	\$ 172,000.00	172,000.00
	OTHER EXPENSES	O/E	112,000	\$ 30,000.00	30,000.00
DIVISION OF ENGINEERING					
	OTHER EXPENSES	O/E	13,000	\$ 5,000.00	5,000.00

<b>BOROUGH OF ENGLISHTOWN</b>					
<b>TEMPORARY APPROPRIATION 2022</b>					
			<b>2021</b>	<b>Temporary</b>	<b>Total</b>
			<b>Last year's</b>	<b>Appropriation</b>	<b>Temporary</b>
			<b>Budget</b>	<b>January</b>	<b>Appropriation</b>
PLANNING BOARD					
	SALARIES & WAGES	S&W	4,000	\$ 1,200.00	1,200.00
	OTHER EXPENSES	O/E	5,000	\$ 1,000.00	1,000.00
AFFORDABLE HOUSING					
	SALARIES & WAGES	S&W	625	\$ 200.00	200.00
	OTHER EXPENSES	O/E	1,000	\$ 400.00	400.00
PUBLIC BUILDINGS AND GROUNDS					
	SALARIES & WAGES	S&W	11,500	\$ 4,500.00	4,500.00
	OTHER EXPENSES	O/E	40,000	\$ 10,000.00	10,000.00
STREETS & ROAD MAINTENANCE					
	SALARIES & WAGES	S&W	24,000	\$ 7,500.00	7,500.00
	OTHER EXPENSES	O/E	32,000	\$ 4,000.00	4,000.00
SNOW REMOVAL					
	SALARIES & WAGES	S&W	1,500	\$ 1,000.00	1,000.00
	OTHER EXPENSES	O/E	4,000	\$ 4,000.00	4,000.00
GARBAGE AND TRASH REMOVAL					
	DISPOSAL COSTS (CONTRACTUAL)	O/E	165,000	\$ 70,000.00	70,000.00
SANITARY LANDFILL					
	OTHER EXPENSES	O/E	5,000	\$ 3,500.00	3,500.00
RECYCLING					
	SALARIES & WAGES	S&W		\$ -	
	OTHER EXPENSES	O/E	23,700	\$ 20,000.00	20,000.00
CODE ENFORCEMENT					
	SALARIES & WAGES	S&W	22,100	\$ 6,000.00	6,000.00
	OTHER EXPENSES	O/E	2,700	\$ 500.00	500.00
SHADE TREE COMMISSION					
	SALARIES & WAGES	S&W	905	\$ 250.00	250.00
	OTHER EXPENSES	O/E	1,200	\$ 500.00	500.00
UTILITIES:					
	GASOLINE	O/E	24,000	\$ 8,000.00	8,000.00
	ELECTRICITY	O/E	22,000	\$ 7,500.00	7,500.00
	TELEPHONE	O/E	7,500	\$ 5,000.00	5,000.00
	NATURAL GAS	O/E	7,500	\$ 4,500.00	4,500.00
	STREET LIGHTING	O/E	32,500	\$ 9,000.00	9,000.00
	WATER & SEWAGE	O/E	4,500	\$ 2,500.00	2,500.00
	SALARY & WAGE ADJUSTMENT	OE			
SICK LEAVE TRUST					
		OE	1,500		

PRIOR YEAR BILLS	OE	310		
911 EMERGENCY WITH COUNTY	OE	55,000		
PUBLIC EMPLOYEES' RETIREMENT SYSTEM	O/E Inside	45,900	\$ -	
PUBLIC EMPLOYEES' RETIREMENT SYSTEM	O/E Outside		\$ -	
SOCIAL SECURITY SYSTEM (O.A.S.I.)	O/E	42,000	\$ 12,000.00	12,000.00
POLICE AND FIREMEN'S RETIREMENT SYSTEM OF NJ	O/E Inside	154,000	\$ -	
POLICE AND FIREMEN'S RETIREMENT SYSTEM OF NJ	O/E Outside		\$ -	
DEFINED CONTRIBUTION RETIREMENT PROGRAM	OE	7,000	\$ 3,000.00	3,000.00
MUNICIPAL COURT				
SALARIES & WAGES	S&W	100,500	\$ 40,000.00	40,000.00
OTHER EXPENSES	O/E	23,500	\$ 4,000.00	4,000.00
FIRE DISTRICT INTERLOCAL				
SALARIES & WAGES	S&W	30,000	\$ 8,000.00	8,000.00
OTHER EXPENSES	O/E	2,760	\$ 300.00	300.00

<b>BOROUGH OF ENGLISHTOWN</b>					
<b>TEMPORARY APPROPRIATION 2022</b>					
			<b>2021</b>	<b>Temporary</b>	<b>Total</b>
			<b>Last year's</b>	<b>Appropriation</b>	<b>Temporary</b>
			<b>Budget</b>	<b>January</b>	<b>Appropriation</b>
PUBLIC WORKS MANAGER INTERLOCAL					
SALARIES & WAGES	S&W			\$ -	
COST OF TAX APPEALS					
OTHER EXPENSES	O/E	5,000		\$ -	
RECYCLING TAX	O/E	3,300		\$ 1,500.00	1,500.00
CAPITAL IMPROVEMENT:	OE	15,000			
BOND INTEREST	O/E	60,775		\$ 28,100.00	28,100.00
BOND PRINCIPAL	O/E	95,000		\$ -	
BAN PAYMENT	O/E			\$ -	
NOTE INTEREST	O/E	1,700		\$ -	
OTHER EXPENSES		163,540.00		\$ -	
<b>Total Current Fund</b>				<b>661,022.00</b>	<b>661,022.00</b>
			2,583,610.00	28,100.00	
				<b>632,922.00</b>	<b>Temporary</b>
<b>WATER OPERATING FUND</b>					
WATER UTILITY					
OPERATING:					
SALARIES & WAGES		93,000		25,000.00	25,000.00
OTHER EXPENSES		277,100		69,561.00	69,561.00
PUBLIC EMPLOYEES' RETIREMENT SYSTEM		8,700		-	
SOCIAL SECURITY(O.A.S.I.)		8,000		2,000.00	2,000.00
CAPITAL OUTLAY		84,500		5,000.00	5,000.00
CAPITAL IMPROVEMENT FUND		10,000			
UNEMPLOYMENT & DISABILITY INSURANCE		100			
DEBT SERVICE-BOND INTEREST		16,000		7,125.00	7,125.00
DEBT SERVICE-BOND PRINCIPAL		35,000			
DEBT SERVICE-NOTE INTEREST & PRINCIPAL					
OTHER EXPENSES					
<b>TOTAL WATER OPERATING FUND</b>				<b>\$ 108,686.00</b>	<b>108,686.00</b>
			532,400	\$ 7,125.00	
				<b>\$ 101,561.00</b>	<b>Temporary</b>
<b>SEWER UTILITY</b>					
SALARIES & WAGES		64,000		21,000.00	21,000.00
OTHER EXPENSES		422,500		121,050.00	121,050.00
PUBLIC EMPLOYEES' RETIREMENT SYSTEM		3,500		-	
SOCIAL SECURITY(O.A.S.I.)		4,900		1,800.00	1,800.00
UNEMPLOYMENT COMPENSATION INSURANCE		100			
CAPITAL OUTLAY		10,000		-	
CAPITAL IMPROVEMENT FUND		10,000			
DEBT SERVICE-BOND INTEREST				-	
DEBT SERVICE-BOND PRINCIPAL					
OTHER EXPENSES		35,000			
<b>TOTAL SEWER OPERATING FUND</b>				<b>\$ 143,850.00</b>	<b>143,850.00</b>
			550,000	-	
				<b>\$ 143,850.00</b>	<b>Temporary</b>

	Increased Temporary: Current Fund, Water & Sewer			\$ 878,333.00
	Total Temporary: Current Fund, Water & Sewer			913,558.00
				To Date

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-014**

**2022 DEBT SERVICE BUDGET**

**WHEREAS**, Section 40A: 4-19 of the revised Statutes of the State of New Jersey provides authority for appropriating in a temporary Resolution the permanent Debt Service requirements for the coming fiscal year providing that such Resolution is not made earlier than December 20<sup>th</sup> of the year preceding the beginning of the fiscal year; and

**WHEREAS**, the date of this Resolution is subsequent to December 19, 2021; and

**WHEREAS**, principal and interest will be due on various dates from January 1, 2022 to December 31, 2022, inclusive, on sundry funds and notes issued and outstanding.

**NOW, THEREFORE, BE IT RESOLVED** that the attached appropriations be made to cover the period from January 1, 2022 to December 31, 2022 inclusive and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

**BOROUGH OF ENGLISHTOWN**

**YEAR 2022**

**DEBT SERVICE APPROPRIATIONS**

<b>CURRENT FUND</b>	
INTEREST ON BONDS	\$28,100.00
PAYMENT OF REFUNDING BOND	\$0.00
<b>TOTAL CURRENT FUND</b>	<b>\$28,100.00</b>
<b>WATER OPERATING FUND</b>	<b>\$7,125.00</b>
INTEREST ON BONDS	
<b>TOTAL WATER OPERATING FUND</b>	<b>\$7,125.00</b>



<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann		X			
Marter	X	X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

Reorganization Business – Consent Agenda

All items listed under the Consent Agenda are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately. Mayor Reynolds asked if Councilmembers wished any matters separated, though none were requested.

**RESOLUTION NO. 2022-015**

**APPOINTMENT OF CROSS-ACCEPTANCE REPRESENTATIVE AND ALTERNATE**

**NOW, THEREFORE BE IT RESOLVED** that the following named person is hereby appointed as Cross Acceptance representative for The Borough of Englishtown

Representative- Thomas Herits, Borough Engineer  
 Alternate- Gretchen McCarthy, Municipal Clerk

**BE IT FURTHER RESOLVED** that said person shall serve in the capacities indicated effective immediately and terminating December 31, 2022; and

**BE IT FURTHER RESOLVED** that Thomas Herits and shall serve without benefit or remuneration.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-016**

**APPOINTMENT OF CD CITIZENS REPRESENTATIVE**

**WHEREAS**, it is necessary to appoint a Citizen's Representative Group for continued participation in the Community Development Grant Program for fiscal year 2021 funding.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown that the following named person be and is hereby appointed to the Monmouth County Community Development Grant Program for the year 2022:

CD-Representative: Thomas Herits

Co-Representative: Gretchen McCarthy

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to the above named, the Borough Engineer and The Monmouth County Community Development Office.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-017**

**APPOINTMENT OF LOCAL COMPLIANCE OFFICER  
 AND AFFIRMATIVE ACTION OFFICER**

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown that Gretchen McCarthy is hereby appointed as the Public Agency Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2022; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to the Affirmative Action Office of the State of New Jersey.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			

Mann		X	X			
Marter			X			
Robilotti	X		X			
Wojyn			X			
Mayor Reynolds	tie vote only					

**RESOLUTION NO. 2022-018**

**APPOINTMENT OF BOROUGH HISTORIAN**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that Gregory Wojyn is hereby appointed as the Englishtown Borough Historian for the year 2022:

**BE IT FURTHER RESOLVED**, that a certified true copy of this Resolution be forwarded to Gregory Wojyn.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-019**

**DESIGNATING MEETING DATES**

**BE IT RESOLVED** by the Council of the Borough of Englishtown that the following meetings will be held in the Englishtown Municipal Building, 15 Main Street, Englishtown, New Jersey for the year 2022:

- |                  |                   |
|------------------|-------------------|
| Wed. January 26  | Wed. July 27      |
| Wed. February 23 | Wed. August 24    |
| Wed. March 23    | Wed. September 28 |
| Wed. April 27    | Wed. October 26   |
| Wed. May 25      | Mon. November 21  |
| Wed. June 22     | Mon. December 19  |

**BE IT FURTHER RESOLVED** that the above meetings shall be called to order at 6:30 p.m., beginning with a council work session, public participation excluded, and the regular meeting shall follow; and

That a copy of this Resolution will be posted by the Clerk on the public bulletin board in the Municipal office and maintained there throughout the year; and

That a copy of this Resolution be kept on file for the public's inspection with the Borough Clerk; and

That a copy of this Resolution be forwarded to the Newspapers designated by the Governing Body as the newspapers to receive said notices.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-020**

**DESIGNATING OFFICIAL NEWSPAPERS**

**WHEREAS**, by the Council of the Borough of Englishtown that the Asbury Park Press and the Star Ledger be designated as the official newspapers of the Borough of Englishtown; for the year 2022; and

**BE IT FURTHER RESOLVED** that the News Transcript also be notified of any Borough meetings or events in an attempt to inform our residents of Borough activities, though the title of the official newspaper will not apply to this weekly publication.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-021**

**DESIGNATING OFFICIAL RULES OF CONDUCT  
 FOR BOROUGH OF ENGLISHTOWN COUNCIL MEETINGS**

**WHEREAS**, there is a need to establish rules of conduct for Borough meetings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown that Borough Council meetings will be conducted using Robert Rules of Order.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-022**

**ESTABLISHING COUNCIL SALARIES RULES**

**WHEREAS**, The Mayor and Council wishes to maintain a high level of attendance by members of the Governing Body at Council meetings; and

**WHEREAS**, the Mayor and Council of the Borough of Englishtown has been assigned certain responsibilities upon their swearing into office; and

**WHEREAS**, the Mayor and Council of the Borough of Englishtown receive certain compensation, for fulfilling their obligations.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that any member of the Governing Body that misses two (2) meetings semi-annually without being excused by the majority of council shall have twenty-five percent (25%) of their semi-annual salary withheld; and

**BE IT FURTHER RESOLVED** that in the event that any such member misses one (1) additional meeting semi-annually without being excused by the majority of council they shall have an additional fifty percent (50%) of their salary withheld.

**BE IT FURTHER RESOLVED** as provided for under the Municipal Vacancy Law, that any member of the Governing Body failing to attend and participate in any meeting of the body for a period of eight (8) consecutive weeks, without being excused from attendance by a majority of the member body, shall subject him/her to vacancy.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			

Lewis			X			
Mann		X	X			
Marter			X			
Robilotti	X		X			
Wojyn			X			
Mayor Reynolds	tie vote only					

**RESOLUTION NO. 2022-023**

**AUTHORIZING 2022 HOLIDAY SCHEDULE  
 FOR BOROUGH EMPLOYEES**

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that the following shall be paid holidays for the Borough of Englishtown employees for the 2022 calendar year:

January 17 <sup>th</sup>	Monday	Martin Luther King Day
February 21 <sup>st</sup>	Monday	President’s Day
April 15 <sup>th</sup>	Friday	Good Friday
May 30 <sup>th</sup>	Monday	Memorial Day
July 4 <sup>th</sup>	Monday	Independence Day
September 5 <sup>th</sup>	Monday	Labor Day
October 10 <sup>th</sup>	Monday	Columbus Day
November 8 <sup>th</sup>	Tuesday	Election Day (floating)
November 11 <sup>th</sup>	Friday	Veteran’s Day
November 24 <sup>th</sup>	Thursday	Thanksgiving Day
November 25 <sup>th</sup>	Friday	Day after Thanksgiving
December 26 <sup>th</sup>	Monday	Christmas Day
January 2 <sup>nd</sup> , 2023	Monday	New Year’s Day

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-024**

**DESIGNATING DEPOSITORIES**

**WHEREAS**, under the New Jersey statutes, the Governing Body shall by Resolution designate the depository or depositories wherein all public monies and other funds of the Municipality shall be kept; and

**WHEREAS**, all public officials charged with the custody of such funds shall thereafter deposit such funds only in the depository or depositories approved by the State of New Jersey under the Governmental Unit Deposit Protection Act (GUDPA); and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that any and all New Jersey banks that have Governmental Unit Deposit Protection Act approval are hereby approved and designated as depositories for all Borough funds, including State of New Jersey Cash Management Fund.

<b>Council Member</b>	<b>Motion/Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-025**

**PROMPT PAYMENT OF TAXES AND INTEREST RATES**

**WHEREAS**, the Mayor and Council of the Borough of Englishtown deem it desirable to encourage prompt payment of all taxes and assessments, in order to permit sound fiscal planning; and

**WHEREAS**, Real Estate Taxes are payable on February 1st, May 1st, August 1st and November 1st of each year, and other statements assessing said charges; and

**WHEREAS**, N.J.S.A. 54:67 provides for the fixing rates of interest on delinquent taxes; and

**WHEREAS**, N.J.S.A. 54:67 has been amended to allow for additional penalty of six percent (6%) to be collected against a delinquency in excess of ten thousand dollars (\$10,000) on properties that fail to pay the delinquency prior to the end of the calendar year.

**NOW, THEREFORE, BE IT RESOLVED** that all taxes and assessments are and shall be due on the date stated and, if not paid by said date same shall become delinquent.

**BE IT FURTHER RESOLVED**, that the rate of interest to be charged for non-payment of taxes or assessments on or before the date when the same would be come delinquent is eight percent (8%) per annum provided, however, no interest shall be charged if payment is made within ten (10) days after the date upon which the same became payable, and the interest for non-payment of taxes in excess of \$1,500.00 shall be eighteen percent (18%); and, if a delinquency is in excess of ten thousand dollars (\$10,000.00) and remains in

arrears beyond December 31st of the tax year an additional penalty of six percent (6%) shall be charged against the delinquency.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the Collector of Taxes of the Borough of Englishtown.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-026**

**RESOLUTION GRANTING AUTHORITY TO BOROUGH CHIEF FINANCIAL OFFICER TO PREPAY SELECTIVE BILLS**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to pay the following required bills prior to the approval of the bill list:

- Payroll
- Insurance Premiums
- County Taxes
- School Taxes
- Utilities
- Petty Cash Reimbursement
- Postage
- Release of Monies Approved by Resolution

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be forwarded to the Borough Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-027**



**AUTHORIZING TO MAINTAIN PETTY CASH FUNDS**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

**WHEREAS**, said Clerk’s Petty Cash Fund was established by resolution in the amount of \$75.00 by the Mayor and Council of the Borough of Englishtown; and

**WHEREAS**, said Recreation Petty Cash Fund was established by resolution dated September 26, 2007 in the amount of \$500.00 by the Mayor and Council of the Borough of Englishtown; and

**WHEREAS**, said Petty Cash Funds received approval from the Director of Local Government Services prior to and on November 20, 2007; and

**WHEREAS**, it is the desire of Council that said funds be continued under the direction of the Chief Financial Officer;

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown, County of Monmouth that:

1. During the year 2022, Sylvia Eryan-Hewileh, Borough CFO, be and is hereby authorized and permitted to establish a Petty Cash Fund for the Clerk’s Office in the amount of \$75.00 and a Petty Cash Fund for Recreation in the amount of \$500.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Funds will be used by such offices or departments to pay claims for small miscellaneous expenses.
2. Sylvia Eryan-Hewileh, Borough CFO, having custody of the Funds be bonded in an amount not less than \$1,000,000 and will maintain said Funds in accordance with the laws and regulations governing its operation.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-028**

**AUTHORIZING 2022 ORGANIZATIONAL CHART OF THE  
 BOROUGH OF ENGLISHTOWN**

**WHEREAS**, the Borough Council has determined that there is a need for an established chain of command within the Borough’s governmental organization in order to establish firm reporting lines and smooth the operations of the government:

**NOW, THEREFORE, BE IT RESOLVED** by the Englishtown Borough Council that the attached Organizational Chart shall determine the reporting lines of supervision among the employees and affiliated contract professionals for the day-to-day operations of the Englishtown Borough government.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided by the Municipal Clerk to each Borough Department head.

<b>Council Member</b>	<b>Motion/Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-029**

**RESOLUTION ESTABLISHING INVESTMENT POLICY**

**BE IT RESOLVED** by the Borough Council of the Borough of Englishtown, that for the year 2022, the following shall serve as the Investment Policy for the Borough of Englishtown:

**Borough of Englishtown  
 Investment Policy**

1. **Policy**  
 It is the policy of the Borough of Englishtown to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of our entity and conforming to all state and local statutes governing the investment of public funds.
2. **Scope**  
 This policy includes all funds governed by the Mayor and Council of the Borough of Englishtown.
3. **Prudence**  
 Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
4. **Objective**  
 The primary objective, in order of priority, shall be:
  - Legality – conformance with federal, state, and other legal requirements
  - Safety – preservation of capital and protection of investment principal
  - Liquidity – maintenance of sufficient liquidity to meet operating requirements
  - Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification, and its general performance.

5. **Delegation of Authority**

Management and administrative responsibility for the investment program is hereby delegated to the Chief Financial Officer who, under the delegation of the governing body, shall establish written procedures for the operation of the investment program.

6. **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

7. **Authorized Financial Dealer and Institutions**

The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.

8. **Authorized and Suitable Investments**

Investments may be made in any type of security allowed for in New Jersey Statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

9. **Collateralization**

Funds on deposit (checking accounts, certificates of deposits, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by written agreement and held at an independent – third party institution in the name of the municipality.

10. **Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements, entered into by the Borough of Englishtown, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third-party custodian designated by the Chief Financial Officer and evidenced by safekeeping receipts and a written custodial agreement.

11. **Diversification**

The entity shall diversify its investments to the best of its ability based on the type of fund invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

12. **Maximum Maturities**

To the extent possible, the Borough of Englishtown shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Borough of Englishtown will not directly invest in securities maturing more than 2 years from the date of purchase.

Reverse funds may be invested in securities exceeding 2 years if the maturities of such investments are made to coincide as nearly practicable with the expected use of funds.

13. **Internal Control**

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investment and wire transfers

**14. Performance Standards**

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should contain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio. Englishtown’s benchmark shall be the New Jersey Cash Management Fund.

**15. Reporting**

The Chief Financial Officer shall prepare an investment report at least monthly. The report should be provided to the Mayor and Council and available upon request. The report should be in a format suitable for review by the general public. An annual report should be provided to the Mayor and Council.

**16. Marketing to Market**

A statement of the market value of the portfolio shall be issued to the Mayor and Council quarterly if money is being invested with an approved security broker/dealer.

**17. Investment Policy Adoption**

This investment policy shall be adopted by the Mayor and Council. This policy shall be reviewed on an annual basis by the Chief Financial Officer and any modifications made thereto must be approved by the governing body.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-030**

**RESOLUTION TO CANCEL SMALL TAX BALANCES**

**WHEREAS**, N.J.S.A. 40A:5-17.1 provides that a municipality may authorize the processing of tax refunds of less than Ten (\$10.00) Dollars and the cancellation of tax delinquencies of less than Ten (\$10.00) Dollars.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Englishtown that the Tax Collector is hereby authorized to process, without any further action on the part of the Governing Body, any property tax refund of less than (\$10.00) Dollars; and,

**BE IT FURTHER RESOLVED**, that the Tax Collector is hereby authorized to process, without further action on the part of the Governing Body, the cancellation of any property tax delinquency of less than Ten (\$10.00) Dollars; and,

**BE IT FURTHER RESOLVED**, that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Tax Collector and the Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-031**

**AUTHORIZING CANCELLATION OF  
 WATER/SEWER BALANCES OF LESS THAN \$2.99**

**WHEREAS**, it is necessary during the year for the Tax Collector and Chief Financial Officer to cancel miniscule balance amounts, refunds, and interest charges of less than \$2.99; and

**WHEREAS**, the Tax Collector and Chief Financial Officer have advised that it would be appropriate for the Borough Council to authorize the cancellation of said water and sewer accounts with a balance of less than \$2.99; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Tax Collector and Chief Financial Officer are hereby authorized to process the cancellations of water and sewer balances of less than \$2.99.

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the Collector of Taxes and Chief Financial Officer of the Borough of Englishtown.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-032**

**AUTHORIZING EMERGENCY PURCHASES NOT EXCEEDING  
 BID THRESHOLD WITH MAYORAL APPROVAL**

**WHEREAS**, the Council is desirous of putting in place a procedure whereby certain purchases can be made as required without prior requisition approval by the Council Chairperson:

**WHEREAS**, the Council of the Borough of Englishtown, having determined that it wishes to maintain better control over purchases, resolved that all proposed purchases by Department Heads be presented in requisition form to the Chief Financial Officer for approval prior to expenditure, other than purchases over bid/quote threshold which will be first approved by the Council Chairperson and then by resolution of the governing body; and

**WHEREAS**, it is also apparent that there are certain emergency purchases that prudence dictates be made without waiting for requisition approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Englishtown Borough Council that the Mayor shall be given authority to approve purchases of \$6,600.00 or less at his discretion without processing the purchase through the requisition approval process by the Council Chairperson.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be provided by the Borough Clerk to the Chief Financial Officer.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-033**

**RESOLUTION FOR THE BOROUGH OF ENGLISHTOWN  
 TO SUPPORT AND PARTICIPATE IN THE  
 VOLUNTEER TUITION CREDIT PROGRAM (P.L. 1998, c.145)**

**WHEREAS**, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, deems it appropriate to enhance the recruitment and retention of firefighters and emergency medical volunteers in the Borough of Englishtown; and

**WHEREAS**, the State of New Jersey has enacted P. L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, State of New Jersey, County of Monmouth that the Volunteer Tuition Credit Program as set forth in P. L. 1998, c. 145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in this municipality; and

**BE IT FURTHER RESOLVED**, that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P. L. 1998, c. 145, a copy of which is herewith made part of this resolution.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-034**

**RESOLUTION AUTHORIZING PERSONNEL POLICY**

**WHEREAS**, The Finance and Administration Committee has submitted a Policy Manual for the Borough of Englishtown employees; and

**WHEREAS**, it is necessary for the governing body of the Borough of Englishtown to approve said policy for the 2022 calendar year.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Policy Manual is hereby approved as submitted, effective January 3, 2022.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-035**

**RESOLUTION ADOPTING AN IDENTITY THEFT POLICY**

**WHEREAS**, The Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft protection to be promulgated; and

**WHEREAS**, those rules were to be effective December 31, 2010 requiring the Borough of Englishtown to implement an identity theft program and policy, and

**WHEREAS**, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey have adopted an Identity Theft Policy on November 22, 2010 per Resolution No. 2010-192, determining that the policy is in the best interest of the Borough and its citizens.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that the Identity Theft Policy is hereby approved for the CY 2022.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-036**

**ACKNOWLEDGEMENT OF INTERLOCAL AGREEMENT  
 WITH THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1  
 FOR THE PROVISION OF UNIFORM FIRE CODE ENFORCEMENT SERVICES FOR 2022**

**WHEREAS**, on March 28, 2012 a Shared Service Agreement was signed between the Borough of Englishtown and Fire District No. 1 Borough of Englishtown regarding the administration services for the Bureau of Fire Prevention within the Borough of Englishtown.

**NOW, THEREFORE BE IT RESOLVED**, the Mayor and Governing Body of the Borough of Englishtown hereby acknowledge the Shared Service Agreement with the Board of Fire Commissioners of Fire District No. 1, for the administration services of the Bureau of Fire Prevention for 2022 as set forth in the executed agreement.



<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

New Business

**RESOLUTION NO. 2022-037**

**RESOLUTION IN MEMORY OF CHRISTOPHER MATLOSZ  
 AND NAMING JANUARY 14<sup>TH</sup>  
 “CHRISTOPHER MATLOSZ REMEMBRANCE DAY”  
 IN THE BOROUGH OF ENGLISHTOWN IN HIS HONOR**

**WHEREAS**, the Governing Body of the Borough of Englishtown wishes to record its deep sorrow over the senseless and tragic passing of former Englishtown Police Officer Christopher Matlosz; and

**WHEREAS**, Christopher Matlosz was employed as a full-time police officer for the Borough of Englishtown in October 2004 prior to becoming a Lakewood Police Officer in 2006; and

**WHEREAS**, on January 14, 2011 Officer Christopher Matlosz’s life tragically ended while in the line of duty; and

**WHEREAS**, Christopher Matlosz’s service to the Borough of Englishtown was given with such dedication and devotion that he has earned the respect, admiration, and friendship of all the citizens of our community that had the pleasure to know him.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, that in recognition of Christopher Matlosz, we hereby express our deep appreciation to his service to this community and extend his fiancé & family our sincere sympathy upon his passing and hereby name January 14<sup>th</sup> “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in his honor.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-038**

**APPOINTING SEC CONTINUING DISCLOSURE AGENT**

**WHEREAS**, the governing body of the Borough of Englishtown on June 24, 2015 adopted Resolution #2015-106 entering into continuing disclosure agreement(s) in connection with certain of its prior bond and/or note issuance(s), agreeing to file certain financial information and operating data and/or certain enumerated event notices with the former nationally recognized municipal securities information repositories or the Municipal Securities Rulemaking Board pursuant to the provisions of Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the “Rule”); and

**WHEREAS**, the governing body appointed Phoenix Advisors, LLC of Bordentown, NJ, a third-party disclosure-dissemination agent on June 24, 2015 and has continued to provide this service for the Borough; and

**WHEREAS**, it is in the best interest of the Borough of Englishtown to enter into an Agreement appointing Phoenix Advisors, LLC as the Independent Registered Municipal Advisor (IRMA) to file the necessary disclosure documents in accordance with the Security Exchange Commission (SEC) regulations for the year 2022;

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, that Phoenix Advisors, LLC is hereby appointed again, as the Borough’s Independent Registered Municipal Advisor (IRMA) for the year 2022.

**THEREFORE BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Boroughs Chief Financial Officer, and Phoenix Advisors, LLC.

<b>Council Member</b>	<b>Motion/Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-039**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN REVIEWING AND APPROVING THE ENGLISHTOWN BOROUGH FIRE COMMISSIONER SALARY FOR 2022**

**WHEREAS**, the Englishtown Borough Fire District No. 1 via Resolution, authorized and approved 2021 annual compensation for the Board of Fire Commissioners; and

**WHEREAS**, N.J.S.A. 40A:14-88 requires the salaries of members of Board of Commissioners of Fire Districts to be reviewed and approved annually by the governing body; and

**WHEREAS**, the Mayor and Council of the Borough of Englishtown have reviewed the proposed annual compensation for the following members of the Board of Fire Commissioners for 2022 as follows:

Chairman \$4,750.00

Vice Chairman \$4,750.00

Secretary \$5,500.00

Treasurer \$5,500.00

Commissioner \$4,750.00

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, and State of New Jersey, that the Council of the Borough of Englishtown hereby approves the 2022 annual compensation of the Board of Fire Commissioners of the Borough of Englishtown Fire District No. 1.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco	X	X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti			X		
Wojyn		X			
Mayor Reynolds	tie vote only				

**RESOLUTION NO. 2022-040**

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2022-040**

**APPROVING SALARY GUIDE FOR PART-TIME, HOURLY BOROUGH  
 EMPLOYEES**

**WHEREAS**, the Borough Council of the Borough of Englishtown wishes to be equitable in setting hourly wages for the part-time employees of the Borough:

**NOW, THEREFORE, BE IT RESOLVED**, that the attached salary guide be and is hereby approved and is to be utilized in setting part-time employee salaries in the Borough of Englishtown.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

**PART-TIME HOURLY SALARY GUIDE AS OF JANUARY 1, 2022**

Step 1 Entry Level No Experience	\$13,00 per hour (Minimum Wage January 1, 2022)
Step 2	\$14.50 per hour
Step 3	\$15.00 per hour
Step 4	\$16.00 per hour
Step 5	\$17.00 per hour
Step 6	\$18,00 per hour
Step 7	\$19.00 per hour
Step 8	\$20.00 per hour
Step 9	\$21.00 per hour
Step 10	\$22.00 per hour
Step 11	\$23.00 per hour
Step 12	\$24.00 per hour
Step 13	\$25.00 per hour
Step 14	\$25.00 per hour
Step 15	\$26.00 per hour
Placement on each step is based upon the individual's job-related experience, The Guide will adjust annually based on the State of NJ minimum wage.	

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti		X			
Wojyn		X			
Mayor Reynolds	tie vote only				

Public Portion

Motion was made by C/Mann, seconded by C/Robilotti approved on the following roll call vote to open to public comment:

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

No members of the public wished to be heard at this time.

Motion was made by C/Robilotti, seconded by C/Mann approved on the following roll call vote to close to public comment:

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

Executive Session (Contracts, Attorney/Client Privilege)

**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;

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 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 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 Section 4 of N.J.S.A. 10:4-12b is required to discuss contractual and attorney-client privileged matters.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the public be excluded from this portion of the [public meeting convened this 3<sup>rd</sup> day of January, 2022, pursuant to Section 4 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.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Lewis		X			
Mann	X	X			
Marter		X			
Robilotti	X	X			
Wojyn		X			
Mayor Reynolds	tie vote only				

Upon return from Executive Session, Mayor Reynolds reviewed 2022 Council committee assignments.

**RESOLUTION NO. 2022-012**

**COMMITTEE ASSIGNMENTS**

**WHEREAS**, the business and affairs of the Borough of Englishtown may properly be classified and divided into six groups:

- 1. Administration, Finance and Personnel Committee
- 2. Public Safety Committee

3. Public Buildings and Grounds Committee
4. Public Utilities Committee
5. Legislative, Insurance and Licenses Committee
6. Code Enforcement/Public Health, Welfare and Public Events Committee
7. Technology Committee

**BE IT FURTHER RESOLVED**, that the standing committees are appointed to expedite and facilitate the work of Council, but only within statutory limits as the entire Council is held responsible for any or all of its acts performed within the scope of authority.

**Administration, Finance and Personnel    Chairperson: C/Robilotti Co: C/Marter**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the administration, finance and personnel activities and matters listed below as established by Council:

1. The examination, review, and approval of all vouchers prior to their submission to the Council for authority to pay same.
2. The administration, practices, procedures, and records as established by Council of the following:
  - a. The administrator/clerk and his/her office
  - b. The treasurer and his/her clerk
  - c. The tax collector and his/her office
  - d. The water and sewer clerk and his/her office
  - e. The court administrator and his/her office
3. The coordination of departmental budgets, the preparation of budgetary figures relative to the activities above-mentioned. The final preparation, explanation, and continuing supervision of the entire municipal budget.
4. The maintenance, review, and revision of the Borough cost system and balance of appropriations.
5. Primary responsibility for the recruitment and recommendation of personnel for position within the Borough Municipal Government and review of Borough personnel policy manual as needed.
6. The review of maintenance, inventory, and security procedures for equipment and records of the Borough Offices.
7. It shall also serve as the liaison between the Council and the Municipal Auditor, and

with any other body or organization on fiscal matters.

**Public Safety Chairperson: C/Mann Co: C/Robilotti**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the public safety administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Supervision and direction of police department.
2. Highway and street traffic and all parking matters.
3. Investigation and inspection of persons and premises prior to granting licenses, as directed by Council.
4. Inform proper committee chairperson of all hazardous, unsafe, and unhealthy conditions in the Borough.
5. The review of maintenance, inventory, and security procedures.
6. Assists in coordinating emergency management plan for the Borough.
7. Shall act as liaison to the fire and first aid units serving the Borough of Englishtown.
8. It shall also serve as liaison between Council and other forms of law and public safety organizations.

**Public Buildings and Grounds Chairperson: C/Wojyn Co: C/Mann**

**BE IT FURTHER RESOLVED**, that the Chairperson of this committee oversees the Public Buildings and Grounds administration, practices, procedures, and records activities and matters listed below as established by Council:

1. Maintenance and use of all municipal owned building and equipment.
2. Control inventory of all Borough equipment and supplies relevant to maintenance of Borough property.
3. Maintenance of Borough fire alarm system (with recommendation of public safety committee).
4. Park maintenance.
5. Maintenance and cleaning of public grounds, roads, streets, curbs, and gutters of snow and litter, and cutting of grass and weeds and litter removal.
6. Erection of signs and street painting as designated by Council.





1. Supervision and direction of Code Enforcement Dept.
  - a. Code enforcement officer in matters related to health
  - b. Animal control activities
2. It shall also serve as liaison between the Council and the Board of Health and other organizations or agencies concerned with public health and/or welfare.
3. Responsible for scheduling and organization of public events, recreation, and public park usage.

**BE IT FURTHER RESOLVED**, that the entire membership of this Borough Council shall be constituted as an auditing committee and audit all vouchers for payment of money and that all vouchers must be submitted to the chairperson of the Committee for which the said voucher has been rendered for his/her approval or disapproval before coming to full Council for payment.

**BE IT FURTHER RESOLVED**, that all purchase orders be signed by the appropriate Chairperson, prior to payment processing.

**BE IT FURTHER RESOLVED**, the committees shall meet when requested by the Chairperson, Mayor, or at the request of Council, and that all members thereof shall participate actively in the committee deliberations, performance of duties and the formulation of its recommendation to Council.

**BE IT FURTHER RESOLVED**, the Chairperson of each standing committee shall prepare a report for the Mayor and Council for the monthly council meeting on principal activities and achievements of his/her committee.

**Technology Chairperson: C/Wojyn Co: C/Marter**

This Committee will be responsible to have oversight of the Borough Website, IT Communication, Tech. Infrastructure and how it could relate to enhanced service to the residents of the Borough of Englishtown.

While the roll was not called, no Council objections were voiced on the Committee assignments for the year 2022.

**Adjournment**

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

The time being 7:09P.M.

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Approved by Governing Body

*Gretchen McCarthy*  
Municipal Clerk