

BOROUGH OF ENGLISHTOWN

****MINUTES****

January 10, 2023

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 Municipal Clerk.

Wayne Krawiec, Council	3- Year Term - Exp. 12/31/2025
Meaghan Lewis, Council	3- Year Term - Exp. 12/31/2025
Joseph Youssouf, Borough Attorney	1- Year Term - Exp. 12/31/2023

Oath of Office Administered by Municipal Clerk.

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

Roll Call: Present: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti
Absent: C/Mann

Also present were Municipal Clerk Gretchen McCarthy, Laurie Finger Deputy CFO, Sylvia Eryan-Hawileh, CFO, 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

Executive Session: (Personnel)

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 of real property with public funds;
6. Any tactics and techniques utilized in protecting the public safety and property;

7. Any pending or anticipated litigation or contract negotiation wherein the public body is, or may become a party. Any matters, falling within the attorney-client privilege, to the extent that confidentiality is required.

8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion or disciplining of any specific prospective public officer or employee or current 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 3rd 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.

Enter into Executive Session: Time: 6:38 P.M.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco	X	X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

Council returned from Executive Session at 7:31P.M. No action is taken.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

Open Public Portion/Limited to Agenda Items Only:

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

Roll Call: Ayes: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti,
 Nays: None
 Abstain: None
 Absent: C/Mann

No public comments

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

Roll Call: Ayes: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti,
 Nays: None
 Abstain: None
 Absent: C/Mann

Nominations for Council President:

Mayor Reynolds requested nominations for Council President at which time Daniel Francisco was nominated by C/W. Lewis and seconded by C/Krawiec

There being no further nominations were made, on the motion for Daniel Francisco as Council President for the year 2023:

Roll Call: Ayes: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti,
 Nays: None
 Abstain: None
 Absent: C/Mann

Mayor's Appointments: Unified Planning/Zoning Board:

Motion was made by C/Robilotti, seconded by C/Krawiec approved on the following roll call:

Roll Call: Ayes: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti,
 Nays: None
 Abstain: None
 Absent: C/Mann

Class I Official	Thomas Reynolds	1 Year Term - Exp. 12/31/2023
Class II Official	James Mastrokalos	1 Year Term - Exp. 12/31/2023
Class IV Member	Lauren Roth	4 Year Term – Exp. 12/31/2026
Class IV Member	Chris DeBenedetto	4 Year Term – Exp. 12/31/2026

A motion was made by C/W. Lewis, seconded by C/Francisco to remove Gretchen McCarthy from Resolution No. 2023-001 “Municipal Appointments”, Resolution No. 2023-14 “Appointment of Cross-Acceptance Rep & Alternate and Resolution No. 2023-15 “Appointment of CD Citizens Representative”, approved on the following roll call:

Roll Call: Ayes: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti,
 Nays: None
 Abstain: None
 Absent: C/Mann

Municipal & Professional Appointments – Individual Roll Call:

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-001**

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 2023:

Official Assessment Search Officer	Vacant
ADA Coordinator	Vacant
Chief Financial Officer	Sylvia Eryan-Hawileh
Deputy Chief Financial Officer	Laurie Finger
Municipal Clerk	Vacant
Registrar	Vacant
Deputy Municipal Clerk	Vacant
Deputy Registrar	Vacant
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 Finance Clerk	Vacant Jodi Ryzoff
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	Vacant
Clean Communities Representative	Tom Herits
Shade Tree Commission Secretary	Vacant
Housing Inspector	John Marini
Code Enforcement Officer	Kenneth Marr
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	Rafael Ramierz
Special Law Enforcement Class II Officer	Vacant
Special Law Enforcement Class II Officer	Vacant

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.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X	X		
Krawiec			X		
M Lewis	X		X		
W. Lewis			X		
Mann					X
Robilotti			X		
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-002**

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, 2023, 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
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.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco		X	X		
Krawiec			X		
M. Lewis			X		
W. Lewis			X		
Mann					X
Robilotti	X		X		
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-003**

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 Youssof be appointed as the Borough Attorney for the term of one year terminating December 31, 2023, 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			
Krawiec	X	X			
M. Lewis		X			
W. Lewis		X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-004**

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, 2023, 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	X		
Krawiec			X		
M. Lewis			X		
W. Lewis			X		
Mann					X
Robilotti	X		X		
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-005**

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, 2023, 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.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X	X		
Krawiec			X		
M. Lewis			X		
W. Lewis			X		
Mann					X
Robilotti	X		X		
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-006**

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, 2023 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.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco		X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti		X	X		
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-007**

APPOINTMENT OF PUBLIC DEFENDER

This appointment is currently vacant. Motion made by C/W. Lewis and seconded by C/Francisco to table Resolution No. 2023-007, approved by the following roll call:

Roll Call: Present: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti
 Absent: C/Mann

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-008**

**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, 2023.

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

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco		X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-009**

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 Councilman William Lewis is hereby appointed as Police Commissioner of the Borough of Englishtown, which appointment shall be effective January 10, 2023 through December 31, 2023.

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.

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

C/ W. Lewis was nominated by C/Robilotti, seconded by C/M. Lewis

There were no further nominations.

Mayor Reynolds asked for a roll call on nomination for C/W. Lewis as Police Commissioner.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Krawiec		X			
M. Lewis	X	X			
W. Lewis		X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-010**

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, Councilman William Lewis, and Councilman Daniel Francisco are hereby appointed to the Police Commission of the Borough of Englishtown, which appointment shall be effective January 10, 2023 through December 31, 2023.

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.

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

C/Francisco was nominated by C/W. Lewis, seconded by C/M. Lewis

There were no further nominations.

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

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Krawiec		X			
M. Lewis	X	X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-011**

COMMITTEE ASSIGNMENTS

Motion made by C/M. Lewis and seconded by C/Robilotti to table Resolution No. 2023-011, approved by the following roll call:

Roll Call: Present: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti
 Absent: C/Mann

Reorganization Business – Individual Roll Call:

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-012**

2023 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 2023 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 2023; and

WHEREAS, the total appropriations in the 2022 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, is \$2,378,654.46 and

WHEREAS, 26.25% of the total appropriations in the 2022 Municipal Budget, exclusive of any appropriations made for interest and debt redemption charges, Capital Improvement Fund, Public Assistance, in said 2022 Municipal Budget is \$624,396.80

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.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

BOROUGH OF ENGLISHTOWN TEMPORARY APPROPRIATION 2023					
			2022	Temporary	Total
			Last year's	Appropriation	Temporary
			Budget	January	Appropriation
OFFICE OF THE MAYOR					
	OTHER EXPENSES	O/E	2,000	\$ 1,500.00	1,500.00
GOVERNING BODY					
	SALARIES & WAGES	S&W	28,500	\$ -	
GENERAL ADMINISTRATION					
	SALARIES & WAGES	S&W		\$ -	
	OTHER EXPENSES	OE	100	\$ 100.00	100.00
DATA PROCESSING					
	SALARIES & WAGES	S&W		\$ -	
	OTHER EXPENSES	OE	100,955	\$ 18,147.00	18,147.00
ANNUAL AUDIT					
	OTHER EXPENSES	O/E	15,000	\$ 9,000.00	9,000.00
MUNICIPAL CLERK					
	SALARIES & WAGES	S&W	45,600	\$ 18,500.00	18,500.00
	OTHER EXPENSES	O/E	10,000	\$ 3,000.00	3,000.00
ELECTIONS					
		O/E	600	\$ -	
OFFICE OF TAX ASSESSMENT					
	SALARIES & WAGES	S&W	12,400	\$ 4,000.00	4,000.00
	OTHER EXPENSES	O/E	5,150	\$ 1,000.00	1,000.00
FINANCIAL ADMINISTRATION					
	SALARIES & WAGES	S&W	58,000	\$ 15,000.00	15,000.00
	OTHER EXPENSES	O/E	2,110	\$ 1,100.00	1,100.00
TAX COLLECTION					
	SALARIES & WAGES	S&W	12,000	\$ 3,000.00	3,000.00
	OTHER EXPENSES	O/E	3,080	\$ 1,000.00	1,000.00
GROUP INSURANCE & LIABILITY INSURANCE					
	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
DEPARTMENT OF LAW					
	OTHER EXPENSES	O/E	70,000	\$ 12,000.00	12,000.00
MUNICIPAL PROSECUTOR					
	SALARIES & WAGES	S&W	10,500	\$ 3,500.00	3,500.00
	OTHER EXPENSES	O/E		\$ -	
MUNICIPAL PUBLIC DEFENDER					
	SALARIES & WAGES	S&W	3,000	\$ -	
	OTHER EXPENSES	O/E		\$ -	
DEPT. OF PARKS/RECREATION/SOCIAL SERVICES					
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

BOROUGH OF ENGLISHTOWN					
TEMPORARY APPROPRIATION 2023					
			2022	Temporary	Total
			Last year's	Appropriation	Temporary
			Budget	January	Appropriation
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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-013**

2023 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 20th of the year preceding the beginning of the fiscal year; and

WHEREAS, the date of this Resolution is subsequent to December 19, 2022; and

WHEREAS, principal and interest will be due on various dates from January 1, 2023 to December 31, 2023, 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, 2023 to December 31, 2023 inclusive and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for her records.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco	X	X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 YEAR 2023
 DEBT SERVICE APPROPRIATIONS**

CURRENT FUND	
INTEREST ON BONDS	\$28,000.00
PAYMENT OF REFUNDING BOND	\$0.00
TOTAL CURRENT FUND	\$28,000.00
WATER OPERATING FUND	\$6,500.00
INTEREST ON BONDS	
TOTAL WATER OPERATING FUND	\$6,500.00

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.

A motion was made C/Robilotti, seconded by W. Lewis to remove Resolution No. 2023-018 “Designating Meeting Dates” from the consent agenda. All in favor.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-014**

**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- Vacant

BE IT FURTHER RESOLVED that said person shall serve in the capacities indicated effective immediately and terminating December 31, 2023; and

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-015**

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 2022 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 2023:

CD-Representative: Thomas Herits

Co-Representative: Vacant

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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-016**

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

This appointment is currently vacant. Motion made by C/W. Lewis and seconded by C/Francisco to table Resolution No. 2023-007, approved by the following roll call:

Roll Call: Present: C/Francisco, C/Krawiec, C/M. Lewis, C/W. Lewis, C/Robilotti
Absent: C/Mann

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-017**

APPOINTMENT OF BOROUGH HISTORIAN

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that Bill Sabin is hereby appointed as the Englishtown Borough Historian for the year 2023:

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution be forwarded to the Borough Historian.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-019**

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 2023; 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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-020**

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

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

BE IT FURTHER RESOLVED by the Mayor and Council of the Borough of Englishtown that the Borough Council meetings will be conducted using Roberts Rules of Order.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-021**

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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-022**

**AUTHORIZING 2023 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 2023 calendar year:

January 16 th	Monday	Martin Luther King Day
February 20 st	Monday	President's Day
April 17 th	Friday	Good Friday
May 29 th	Monday	Memorial Day
July 4 th	Tuesday	Independence Day
September 4 th	Monday	Labor Day
October 9 th	Monday	Columbus Day
November 8 th	Tuesday	Election Day (floating)
November 10 th	Friday	Veteran's Day

November 23 th	Thursday	Thanksgiving Day
November 45 th	Friday	Day after Thanksgiving
December 25 th	Monday	Christmas Day
January 1 st , 2024	Monday	New Year's Day

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-023**

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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-024**

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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-025**

**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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-026**

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 2023, 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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-027**

**AUTHORIZING 2023 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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-028**

RESOLUTION ESTABLISHING INVESTMENT POLICY

BE IT RESOLVED by the Borough Council of the Borough of Englishtown, that for the year 2023, 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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-029**

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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-030**

**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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-031**

**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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-032**

**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.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2023-033**

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 2023 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 10, 2023.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-034**

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 2023.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-035**

**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 2023**

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 2023 as set forth in the executed agreement.

Consent Agenda Roll Call: (with the exception of Resolution No. 2023-018)

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco	X	X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

A discussion takes place regarding the meeting dates. Several Council Members felt that one meeting a month was not enough and 6:30 p.m. was too early a start time. Mayor Reynolds stated if there is a need for a second meeting in the month we can always call a Special Meeting. The meeting time was amended to begin the workshop session at 7:30 p.m. with the regular meeting to follow.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-018**

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 2023:

Wed. January 25	Wed. July 26
Wed. February 22	Wed. August 23
Wed. March 22	Wed. September 27
Wed. April 26	Wed. October 25
Wed. May 24	Mon. November 20
Wed. June 28	Mon. December 18

BE IT FURTHER RESOLVED that the above meetings shall be called to order at 7:30 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.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco	X	X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

New Business:

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-036**

**RESOLUTION IN MEMORY OF CHRISTOPHER MATLOSZ
 AND NAMING JANUARY 14TH
 “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 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in his honor.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
Francisco		X			
Krawiec		X			
M. Lewis	X	X			
W. Lewis	X	X			
Mann					X
Robilotti		X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-037**

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 2023;

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 2023.

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

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X			
Krawiec		X			
M. Lewis		X			
W. Lewis	X	X			
Mann					X
Robilotti	X	X			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-038**

**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 2023 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 2023 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		
Krawiec			X		
M. Lewis			X		
W. Lewis	X		X		
Mann					X
Robilotti				X	
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-039**

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.

PART-TIME HOURLY SALARY GUIDE AS OF JANUARY 1, 2023

Step 1 Entry Level No Experience	\$14.13 per hour (Minimum Wage January 1, 2023)
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 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	X		
Krawiec			X		
M. Lewis			X		
W. Lewis	X		X		
Mann					X
Robilotti			X		
Mayor Reynolds	tie vote only				

C/Mann arrives to the meeting.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-040**

APPOINTMENT OF RECREATION COMMITTEE

WHEREAS, the Borough of Englishtown is desirous of appointing members to the Recreation Committee; and

WHEREAS, the Recreation Committee shall plan and organize Borough events and shall report to the Public Events Chairperson.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown that the following are hereby appointed to the Englishtown Borough Recreation Committee for the year 2023:

Kim Reque
 Nicole Burkhard
 Kim Sabin

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution be forwarded to each member.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		X	X		
Krawiec			X		
M. Lewis	X		X		
W. Lewis			X		
Mann			X		
Robilotti			X		
Mayor Reynolds	tie vote only				

Public Portion – Non-Agenda Items: 7:50

Motion was made by C/Francisco, seconded by C/W. Lewis. All in favor.

Public Comment:

Lauren Roth, 40 Tennant Avenue -

Motion was made by C/Krawiec, seconded by C/Robilotti to close the public portion. The time being 7:52.

Executive Session: (Personnel)

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 of real property with public funds;
6. Any tactics and techniques utilized in protecting the public safety and property;
7. Any pending or anticipated litigation or contract negotiation wherein the public body is, or may become a party. Any matters, falling within the attorney-client privilege, to the extent that confidentiality is required.
8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance of, promotion or disciplining of any specific prospective public officer or employee or current 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 3rd 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.

Motion was made by C/Francisco, seconded by C/W. Lewis to enter into Executive Session. The time being 7:53 P.M..

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco	X		X		
Krawiec			X		
M. Lewis			X		
W. Lewis		X	X		
Mann			X		
Robilotti			X		
Mayor Reynolds	tie vote only				

Motion was made by C/Robilotti, seconded by C/Mann to adjourn from Executive Session. The time being 8:26 P.M..

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco			X		
Krawiec			X		
M. Lewis			X		
W. Lewis			X		
Mann	X		X		
Robilotti		X	X		
Mayor Reynolds	tie vote only				

Motion was made by C/Francisco, seconded by C/W. Lewis to terminate Gretchen McCarthy as the Municipal Clerk/Registrar effective immediately for failure to complete her background check. Passed on the following roll call:

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco	X		X		
Krawiec				X	
M. Lewis			X		
W. Lewis		X	X		
Mann				X	
Robilotti			X		
Mayor Reynolds	tie vote only				

Adjournment:

There being no further business a motion to adjourn was offered by C/W. Lewis seconded by C/Mann. All in favor. The time being 8:31 P.M.

February 22, 2023
 Date Approved

Christine Robbins
 Interim Municipal Clerk