

\*\*\*REVISED\*\*\*

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

**May 24, 2023**

**7:30 P.M.**

Work Session of the Mayor and Council of the Borough of Englishtown, 15 Main Street, Englishtown, New Jersey 07726.

1. **Meeting Called to Order and Roll Call**
2. **Discussion Items- Ordinance Establishing Facility Usage Fees**
3. **Adjournment**

**\*\* AGENDA \*\***

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

1. **Meeting Called to Order and Roll Call**
2. **Statement of Compliance with Sunshine Law**
3. **Moment of Silence and Salute to the Flag**
4. **Honoring Englishtown-Manalapan First Aid Squad Chief Zachery McCarthy**
5. **Approval of Minutes**
  - April 26, 2023
  - April 26, 2023 Executive Session

**6. Councilmember Committee Reports**

Councilmember Krawiec- Public Buildings & Grounds

Councilmember W. Lewis- Public Safety

Councilmember Robilotti- Administration, Finance, Personnel and Technology

Councilmember Francisco- Code Enforcement, Public Health, Welfare & Public Events

Councilmember Mann- Public Utilities

Council member M. Lewis- Legislative, Insurance and Licenses

7. **Correspondence**
8. **Open Public Portion Limited to Agenda Items Only**

Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
9. **New Business:**
  - A. Resolution No. 2023-086  
Authorizing Refund of Tax Sale Certificate 22-00012
  - B. Resolution No. 2023-087  
Authorizing Refund of Tax Sale Certificate 22-00016
  - C. Resolution No. 2023-088  
Authorization to Enter into a Shared Service Agreement with the Township of Freehold for Information Technology Services
  - D. Resolution No. 2023-089  
Appointment of Public Agency Compliance Officer and Affirmative Action Officer for the Year 2023
  - E. Resolution No. 2023-090  
Resolution Requesting Approval of Items of Revenue and Appropriations NJSA 40A:4-87
  - F. Resolution No. 2023-091  
Appointment of Community Development Block Grant Program Representative
  - G. Resolution No. 2023-092  
Supporting the Application of Scarlet Reserve Room RB, LLC to the New Jersey Cannabis Regulatory Commission for a Class 5 Cannabis Retailer License within the Borough of Englishtown
  - H. Resolution No. 2023-093  
Payment of Borough Bills
  - I. Resolution No. 2023-094  
Resolution Appointing Christine Robbins as Deputy Municipal Clerk
10. **Tax Collector's Report – April 2023**
11. **Public Portion- Non-Agenda Items**

Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.
12. **Executive Session- Potential Litigation  
Personnel**

**13. Adjournment**

**NEXT COUNCIL MEETING WEDNESDAY, JUNE 28, 2023 @ 7:30 P.M.**

**BOROUGH OF ENGLISHTOWN**

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

**May 24, 2023**

**7:30 P.M**

**WORK SESSION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN  
15 Main Street, Englishtown, New Jersey 07726.**

**Meeting Called to Order and Roll Call:**

The meeting was called to order by Mayor Reynolds at 7:30 P.M.

Roll Call Present: C/Francisco, C/Krawiec, C/M.Lewis, C/W.Lewis, C/Mann, C/Robilotti and Mayor Reynolds

Absent: None

Also Present: Christine Robbins, Interim Clerk, Borough Attorney Joe Youssouf, Police Chief Cooke, Laurie Finger, Deputy CFO, Kerry Killeen, Municipal Clerk

The discussion of an Ordinance establishing field use fees was moved to the June 28<sup>th</sup> meeting.

**Adjournment:**

There being no further discussion items a motion to adjourn the workshop was offered by C/Robilotti, seconded by C/Krawiec, with all present Council members in favor of adjournment. Time of adjournment was 7:32 pm.

**REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN  
15 Main Street, Englishtown, New Jersey 07726.**

**Meeting Called to Order and Roll Call:**

The meeting was called to order by Mayor Reynolds at 7:32 P.M.

Roll Call Present: C/Francisco, C/Krawiec, C/M.Lewis, C/W.Lewis, C/Mann, C/Robilotti and Mayor Reynolds

Absent: None

Also Present: Christine Robbins, Interim Clerk, Borough Attorney Joe Youssouf, Police Chief Cooke, Laurie Finger, Deputy CFO, Kerry Killeen, Municipal Clerk

**Statement of Compliance with Sunshine Law**

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

this agenda and the Sunshine Statement has been filed with the Mayor and Council. The meeting was deemed in compliance with the Open Public Meetings Act.

**Moment of Silence and Salute to the Flag** - Led by Mayor Reynolds.

Mayor Reynolds honors Englishtown-Manalapan First Aid Chief Zachery McCarthy

**Approval of Minutes:**

April 26, 2023 Council Meeting

<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			
Mayor Reynolds	tie vote only				

April 26, 2023 Executive Session

<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			
Mayor Reynolds	tie vote only				

**Councilmember Committee Reports:**

**Councilman Krawiec – Public Buildings and Grounds –**

- Meter reads are ongoing
- Public Works is waiting for approval to purchase spring flowers for Town Hall
- Brush pickup is ongoing and the Public Works employees have been instructed to pick up any that they see

**Councilman Lewis- Public Safety, Code Enforcement, Public Health, Welfare –**

- There was a code enforcement complaint regarding smells coming from the mushroom farm near Heritage Drive, the Code Enforcement Official is looking into a solution
- The Borough applied for a grant that would pay for 75% of a new police officer’s salary for the first 3 years. This would be in addition to the full-time position already budgeted for in 2023.

Chief Cooke reads aloud the Police Activity Report for April and added that their potential new hire has begun his background checks and urinalysis required for employment.

**Councilwoman Robilotti – Administration, Finance, Personnel and Technology –**

- Welcomed the new clerk

**Councilman Francisco – Public Events –**

- Mayor Reynolds stated the Township will be hosting the Memorial Day Ceremony

**Councilman Mann – Public Utilities –**

- Provided updates for lead inventory and capital planning for 2023

**Councilwoman Lewis – Legislative, Insurance and Licenses –**

- Website updates needed, and inquired about whether cash is only accepted in office during certain hours
  - Mayor Reynolds clarified that cash is accepted up to 4:00 PM.

**Open Public Portion Limited to Agenda Items Only:**

Motion was made to open the Public Portion by C/M. Lewis, seconded by C/Francisco. All in favor.

Barbara Kilchinski, 11 Hamilton St- Ms. Kilchinski expressed her disappointment in the Council for not organizing a Memorial Day Parade for 2023. She added that she has many family and friends in the armed forces and is sad they will not be celebrated this year. Mayor Reynolds stated they would still have a memorial service in front of Town Hall.

**Public Comment :**

There being no further public comments on agenda items, a motion was made by C/Robilotti, seconded by C/Mann to close to public comment section. All in favor.

**NEW BUSINESS:**

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2023-086**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

Tax Sale Certificate No. 22-00012  
Block 6, Lot 14, Qual C0006  
6 Oxford Court  
in the amount of \$398.23  
premium of \$2,000.00  
total of **\$2,398.23**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,398.23.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$2,398.23 to Trystone Capital Assets, LLC. P.O. Box 1030 Brick, New Jersey 08723:

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

A.

<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				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-087**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

Tax Sale Certificate No. 22-00016  
 Block 6, Lot 14, Qual C0046  
 46 Oxford Court  
 in the amount of \$398.23  
 premium of \$1,800.00  
 total of **\$2,198.23**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,198.23.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$2,198.23 to Trystone Capital Assets, LLC. P.O. Box 1030 Brick, New Jersey 08723:

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

B.

<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					

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-088**

**RESOLUTION OF AUTHORIZATION TO ENTER INTO A SHARED SERVICES  
 AGREEMENT WITH THE TOWNSHIP OF FREEHOLD FOR INFORMATION  
 TECHNOLOGY SERVICES**

**WHEREAS**, the “Uniform Shared Services and Consolidation Act” N.J.S.A. 40A:65-1 through 40A:65-35 (the “Act”), authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, the Borough of Englishtown has identified an area where working together through shared services will result in positive outcomes for both municipalities; and

**WHEREAS**, the Borough of Englishtown now wishes to enter into a Shared Services Agreement (“Agreement”) for Information Technology Services with Freehold Township to provide such service for a term beginning June 1, 2023 and ending May 30, 2024; and

**WHEREAS**, Freehold Township has agreed to provide the Borough of Englishtown with the services of its Information Technology Services pursuant to the terms and conditions set forth in a Shared Services Agreement between the Parties.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that it hereby authorizes and directs the Mayor to execute a Shared Services Agreement for Information Technology Services for one year (1) at a cost not to exceed \$21,240.00 per annum.

<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			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-089**

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



**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown that Kerry Killeen is hereby appointed as the Public Agency Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2023; 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			
Krawiec		x			
M. Lewis		x			
W. Lewis		x			
Mann	x	x			
Robilotti		x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-090**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND  
 APPROPRIATION NJS 40A:4-87**

**WHEREAS**, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of The Borough of Englishtown, in the County of Monmouth, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$20,380.00, which is now available from the SFY21 Body-Worn Camera Grant Program.

**BE IT FURTHER RESOLVED**, that the like sum of \$20,380.00 is hereby appropriated under the caption SFY21 Body-Worn Camera Grant; and

**BE IT FURTHER RESOLVED** that the above is the result of funds from The Department of Law and Public Safety, Award No. 21-BWC-137, with zero Borough match.

<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					

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-0091**

**APPOINTMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
 CITIZENS REPRESENTATIVE**

**WHEREAS**, it is necessary to appoint a Citizen's Representative for continued participation in the Community Development Block 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 Block Grant Program for the year 2023:

CD-Representative: Kerry Killeen

Co-Representative: Thomas Herits

**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.

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

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-0092**

**RESOLUTION FOR LOCAL SUPPORT AND SUITABILITY IN THE BOROUGH OF  
 ENGLISHTOWN OF LICENSED, CLASS V CANNABIS RETAILER SCARLET RESERVE  
 ROOM RB, LLC**

**WHEREAS**, Scarlet Reserve Room RB, LLC, a conditionally licensed Class V cannabis retailer through the New Jersey Cannabis Regulatory Commission, seeking to own and operate a proposed

cannabis business is required to demonstrate local support for the suitability and appropriateness of its business from a municipality pursuant to applicable state statutes and regulations; and

**WHEREAS**, Borough officials are required to review and consider a request of an Applicant to conduct a cannabis business within the municipality;

**NOW THEREFORE BE IT RESOLVED** that the Borough Council of Englishtown, County of Monmouth, and State of New Jersey hereby approves this Resolution of Support to Scarlet Reserve Room RB, LLC for the issuance of a Class V retail cannabis facility in the borough.

<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		x	
Robilotti				x	
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-093**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN  
 COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
 AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

**WHEREAS**, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

**WHEREAS**, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

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

1. The said approved vouchers amounting to the sum of \$1,517,674.89 are hereby authorized to be paid on May 24, 2023,
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

<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				
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**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-094**

**RESOLUTION ACCEPTING THE RESIGNATION OF CHRISTINE ROBBINS, RMC  
 AS INERIM MUNICIPAL CLERK AND APPOINTING HER AS DEPUTY MUNICIPAL  
 CLERK**

**WHEREAS**, Christine Robbins has served the Borough of Englishtown since January 2023 as Interim Municipal Clerk; and

**WHEREAS**, a full time Municipal Clerk was appointed at the April 26, 2023 council meeting and there is no longer a need for an Interim Municipal Clerk; and

**WHEREAS**, Christine Robbins has resigned with the Borough of Englishtown as Interim Municipal Clerk and is now appointed as the Deputy Municipal Clerk, on an as needed basis, at an hourly rate of \$40.00 and not to exceed twenty-five (25) hours per week with an effective date of May 15, 2023; and

**NOW THEREFORE BE IT RESOVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby appoints Christine Robbins as the Deputy Municipal Clerk.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be given to the personnel file of Christine Robbins and 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	x			
Krawiec		x			
M. Lewis		x			
W. Lewis		x			
Mann		x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-095**

**RESOLUTION TERMINATING THE APPOINTMENT OF TANYA PANNUCCI AS INTERIM  
 DEPUTY CLERK**

**WHEREAS**, Tanya Pannucci has served the Borough of Englishtown since March 2023 as Interim Deputy Municipal Clerk; and

**WHEREAS**, a full time Municipal Clerk was appointed at the April 26, 2023 council meeting, and a Deputy Municipal Clerk was appointed at the May 24, 2023 council meeting; and

**WHEREAS**, the Borough of Englishtown no longer has a need for an Interim Deputy Municipal Clerk; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Tanya Pannucci is hereby terminated from employment as Interim Deputy Clerk for the Englishtown Municipal Court effective immediately

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be given to the personnel file of Tanya Pannucci and 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		x		
Krawiec			x		
M. Lewis			x		
W. Lewis			x		
Mann			x		
Robilotti		x	x		
Mayor Reynolds	tie vote only				

**Tax Collector’s Reports:** April 2023- Read by Mayor Reynolds

**Open Public Portion Non-Agenda Items:**

Motion was made by C/Robilotti, seconded by C/Mann. All in favor.

**Public Comment:**

There being no further comments, motion was made by C/W. Lewis, seconded by C/Robilotti to close the public portion. All in favor.

**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 contract negotiations;

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.

**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.

**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 personnel matters.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the public be excluded from this portion of the public meeting convened this 24<sup>th</sup> day of May, 2023, 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: 8:12 P.M.

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

Council returned from Executive Session at 8:22 P.M.- Action will not be taken

**Adjournment:**

There being no further business a motion to adjourn was offered by C/Francisco seconded by C/Robilotti. All in favor. The time being 8:24 P.M.

\_\_\_\_\_  
Date Approved

*Kerry Killeen, R.M.C.*  
Municipal Clerk

**BOROUGH OF ENGLISHTOWN**

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

**May 24, 2023**

**7:30 P.M**

**WORK SESSION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN  
15 Main Street, Englishtown, New Jersey 07726.**

**Meeting Called to Order and Roll Call:**

The meeting was called to order by Mayor Reynolds at 7:30 P.M.

Roll Call Present: C/Francisco, C/Krawiec, C/M.Lewis, C/W.Lewis, C/Mann, C/Robilotti and Mayor Reynolds

Absent: None

Also Present: Christine Robbins, Interim Clerk, Borough Attorney Joe Youssouf, Police Chief Cooke, Laurie Finger, Deputy CFO, Kerry Killeen, Municipal Clerk

The discussion of an Ordinance establishing field use fees was moved to the June 28<sup>th</sup> meeting.

**Adjournment:**

There being no further discussion items a motion to adjourn the workshop was offered by C/Robilotti, seconded by C/Krawiec, with all present Council members in favor of adjournment. Time of adjournment was 7:32 pm.

**REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN  
15 Main Street, Englishtown, New Jersey 07726.**

**Meeting Called to Order and Roll Call:**

The meeting was called to order by Mayor Reynolds at 7:32 P.M.

Roll Call Present: C/Francisco, C/Krawiec, C/M.Lewis, C/W.Lewis, C/Mann, C/Robilotti and Mayor Reynolds

Absent: None

Also Present: Christine Robbins, Interim Clerk, Borough Attorney Joe Youssouf, Police Chief Cooke, Laurie Finger, Deputy CFO, Kerry Killeen, Municipal Clerk

**Statement of Compliance with Sunshine Law**

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



this agenda and the Sunshine Statement has been filed with the Mayor and Council. The meeting was deemed in compliance with the Open Public Meetings Act.

**Moment of Silence and Salute to the Flag** - Led by Mayor Reynolds.

Mayor Reynolds honors Englishtown-Manalapan First Aid Chief Zachery McCarthy

**Approval of Minutes:**

April 26, 2023 Council Meeting

<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			
Mayor Reynolds	tie vote only				

April 26, 2023 Executive Session

<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			
Mayor Reynolds	tie vote only				

**Councilmember Committee Reports:**

**Councilman Krawiec – Public Buildings and Grounds –**

- Meter reads are ongoing
- Public Works is waiting for approval to purchase spring flowers for Town Hall
- Brush pickup is ongoing and the Public Works employees have been instructed to pick up any that they see

**Councilman Lewis- Public Safety, Code Enforcement, Public Health, Welfare –**

- There was a code enforcement complaint regarding smells coming from the mushroom farm near Heritage Drive, the Code Enforcement Official is looking into a solution
- The Borough applied for a grant that would pay for 75% of a new police officer’s salary for the first 3 years. This would be in addition to the full-time position already budgeted for in 2023.

Chief Cooke reads aloud the Police Activity Report for April and added that their potential new hire has begun his background checks and urinalysis required for employment.

**Councilwoman Robilotti – Administration, Finance, Personnel and Technology –**

- Welcomed the new clerk

**Councilman Francisco – Public Events –**

- Mayor Reynolds stated the Township will be hosting the Memorial Day Ceremony

**Councilman Mann – Public Utilities –**

- Provided updates for lead inventory and capital planning for 2023

**Councilwoman Lewis – Legislative, Insurance and Licenses –**

- Website updates needed, and inquired about whether cash is only accepted in office during certain hours
  - Mayor Reynolds clarified that cash is accepted up to 4:00 PM.

**Open Public Portion Limited to Agenda Items Only:**

Motion was made to open the Public Portion by C/M. Lewis, seconded by C/Francisco. All in favor.

Barbara Kilchinski, 11 Hamilton St- Ms. Kilchinski expressed her disappointment in the Council for not organizing a Memorial Day Parade for 2023. She added that she has many family and friends in the armed forces and is sad they will not be celebrated this year. Mayor Reynolds stated they would still have a memorial service in front of Town Hall.

**Public Comment :**

There being no further public comments on agenda items, a motion was made by C/Robilotti, seconded by C/Mann to close to public comment section. All in favor.

**NEW BUSINESS:**

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2023-086**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

Tax Sale Certificate No. 22-00012  
Block 6, Lot 14, Qual C0006  
6 Oxford Court  
in the amount of \$398.23  
premium of \$2,000.00  
total of **\$2,398.23**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,398.23.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$2,398.23 to Trystone Capital Assets, LLC. P.O. Box 1030 Brick, New Jersey 08723:

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

A.

<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				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-087**

**AUTHORIZING REFUND OF TAX SALE CERTIFICATE**

**WHEREAS**, the Borough of Englishtown Tax Collector has reported that the following Tax Sale Certificate has been sold to Trystone Capital Assets, LLC:

Tax Sale Certificate No. 22-00016  
 Block 6, Lot 14, Qual C0046  
 46 Oxford Court  
 in the amount of \$398.23  
 premium of \$1,800.00  
 total of **\$2,198.23**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,198.23.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby authorizes payment in the amount of \$2,198.23 to Trystone Capital Assets, LLC. P.O. Box 1030 Brick, New Jersey 08723:

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

B.

<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					

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-088**

**RESOLUTION OF AUTHORIZATION TO ENTER INTO A SHARED SERVICES  
 AGREEMENT WITH THE TOWNSHIP OF FREEHOLD FOR INFORMATION  
 TECHNOLOGY SERVICES**

**WHEREAS**, the “Uniform Shared Services and Consolidation Act” N.J.S.A. 40A:65-1 through 40A:65-35 (the “Act”), authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

**WHEREAS**, the Borough of Englishtown has identified an area where working together through shared services will result in positive outcomes for both municipalities; and

**WHEREAS**, the Borough of Englishtown now wishes to enter into a Shared Services Agreement (“Agreement”) for Information Technology Services with Freehold Township to provide such service for a term beginning June 1, 2023 and ending May 30, 2024; and

**WHEREAS**, Freehold Township has agreed to provide the Borough of Englishtown with the services of its Information Technology Services pursuant to the terms and conditions set forth in a Shared Services Agreement between the Parties.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that it hereby authorizes and directs the Mayor to execute a Shared Services Agreement for Information Technology Services for one year (1) at a cost not to exceed \$21,240.00 per annum.

<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			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-089**

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

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Englishtown that Kerry Killeen is hereby appointed as the Public Agency Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2023; 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			
Krawiec		x			
M. Lewis		x			
W. Lewis		x			
Mann	x	x			
Robilotti		x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-090**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND  
 APPROPRIATION NJS 40A:4-87**

**WHEREAS**, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget; and

**WHEREAS**, the Director may also approve the insertion of an item of appropriation for equal amount,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of The Borough of Englishtown, in the County of Monmouth, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$20,380.00, which is now available from the SFY21 Body-Worn Camera Grant Program.

**BE IT FURTHER RESOLVED**, that the like sum of \$20,380.00 is hereby appropriated under the caption SFY21 Body-Worn Camera Grant; and

**BE IT FURTHER RESOLVED** that the above is the result of funds from The Department of Law and Public Safety, Award No. 21-BWC-137, with zero Borough match.

<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					

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-0091**

**APPOINTMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
 CITIZENS REPRESENTATIVE**

**WHEREAS**, it is necessary to appoint a Citizen's Representative for continued participation in the Community Development Block 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 Block Grant Program for the year 2023:

CD-Representative: Kerry Killeen

Co-Representative: Thomas Herits

**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.

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

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-0092**

**RESOLUTION FOR LOCAL SUPPORT AND SUITABILITY IN THE BOROUGH OF  
 ENGLISHTOWN OF LICENSED, CLASS V CANNABIS RETAILER SCARLET RESERVE  
 ROOM RB, LLC**

**WHEREAS**, Scarlet Reserve Room RB, LLC, a conditionally licensed Class V cannabis retailer through the New Jersey Cannabis Regulatory Commission, seeking to own and operate a proposed

cannabis business is required to demonstrate local support for the suitability and appropriateness of its business from a municipality pursuant to applicable state statutes and regulations; and

**WHEREAS**, Borough officials are required to review and consider a request of an Applicant to conduct a cannabis business within the municipality;

**NOW THEREFORE BE IT RESOLVED** that the Borough Council of Englishtown, County of Monmouth, and State of New Jersey hereby approves this Resolution of Support to Scarlet Reserve Room RB, LLC for the issuance of a Class V retail cannabis facility in the borough.

<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		x	
Robilotti				x	
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-093**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN  
 COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
 AUTHORIZING THE PAYMENT OF BOROUGH BILLS**

**WHEREAS**, the Mayor and Council have carefully examined all vouchers presented to the Borough for the payment of claims; and

**WHEREAS**, after due consideration of the said vouchers, the Mayor and Council have approved payment of same.

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

1. The said approved vouchers amounting to the sum of \$1,517,674.89 are hereby authorized to be paid on May 24, 2023,
2. The Borough Clerk is hereby directed to list on the page in the Minutes Book following the minutes of this meeting all of the said vouchers hereby authorized to be paid.

<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				
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**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-094**

**RESOLUTION ACCEPTING THE RESIGNATION OF CHRISTINE ROBBINS, RMC  
 AS INERIM MUNICIPAL CLERK AND APPOINTING HER AS DEPUTY MUNICIPAL  
 CLERK**

**WHEREAS**, Christine Robbins has served the Borough of Englishtown since January 2023 as Interim Municipal Clerk; and

**WHEREAS**, a full time Municipal Clerk was appointed at the April 26, 2023 council meeting and there is no longer a need for an Interim Municipal Clerk; and

**WHEREAS**, Christine Robbins has resigned with the Borough of Englishtown as Interim Municipal Clerk and is now appointed as the Deputy Municipal Clerk, on an as needed basis, at an hourly rate of \$40.00 and not to exceed twenty-five (25) hours per week with an effective date of May 15, 2023; and

**NOW THEREFORE BE IT RESOVED** by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that it hereby appoints Christine Robbins as the Deputy Municipal Clerk.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be given to the personnel file of Christine Robbins and 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	x			
Krawiec		x			
M. Lewis		x			
W. Lewis		x			
Mann		x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-095**

**RESOLUTION TERMINATING THE APPOINTMENT OF TANYA PANNUCCI AS INTERIM  
 DEPUTY CLERK**



**WHEREAS**, Tanya Pannucci has served the Borough of Englishtown since March 2023 as Interim Deputy Municipal Clerk; and

**WHEREAS**, a full time Municipal Clerk was appointed at the April 26, 2023 council meeting, and a Deputy Municipal Clerk was appointed at the May 24, 2023 council meeting; and

**WHEREAS**, the Borough of Englishtown no longer has a need for an Interim Deputy Municipal Clerk; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Tanya Pannucci is hereby terminated from employment as Interim Deputy Clerk for the Englishtown Municipal Court effective immediately

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be given to the personnel file of Tanya Pannucci and 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		x		
Krawiec			x		
M. Lewis			x		
W. Lewis			x		
Mann			x		
Robilotti		x	x		
Mayor Reynolds	tie vote only				

**Tax Collector’s Reports:** April 2023- Read by Mayor Reynolds

**Open Public Portion Non-Agenda Items:**

Motion was made by C/Robilotti, seconded by C/Mann. All in favor.

**Public Comment:**

There being no further comments, motion was made by C/W. Lewis, seconded by C/Robilotti to close the public portion. All in favor.

**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 contract negotiations;

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.

**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.

**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 personnel matters.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the public be excluded from this portion of the public meeting convened this 24<sup>th</sup> day of May, 2023, 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: 8:12 P.M.

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

Council returned from Executive Session at 8:22 P.M.- Action will not be taken

**Adjournment:**

There being no further business a motion to adjourn was offered by C/Francisco seconded by C/Robilotti. All in favor. The time being 8:24 P.M.

\_\_\_\_\_  
Date Approved

*Kerry Killeen, R.M.C.*  
Municipal Clerk