

**** WORKSHOP AGENDA ****

July 26, 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**
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. **Oath of Office for Police Officer Inderpreet Singh**
5. **Approval of Minutes**
 - May 24, 2023
 - May 24, 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. Ordinance 2023-05 First Reading and Introduction

An Ordinance Amending and Supplementing Title 2 "General Legislation" of the Code of the Borough of Englishtown Adding New Chapter 2.136 Titled "Municipal Recreation Fields" Providing for Fees for Use of Municipal Recreation Fields

B. Ordinance 2023-06 First Reading and Introduction

An Ordinance Amending and Supplementing Chapter 2.55 Entitled "Animal Control Regulations" of the Code of the Borough of Englishtown Section 2.55.01 "Rabies Vaccination and License Requirements"

C. Ordinance 2023-07 First Reading and Introduction

An Ordinance Amending and Supplementing Chapter 2.54 Entitled "Municipal Stormwater Control" of the Code of the Borough of Englishtown Adding New Section 2.54.16 Entitled "Privately Owned Salt Storage"

D. Resolution 2023-107

Extending the Grace Period for August 2023 Property Tax Payments

E. Resolution 2023-108

Authorization of Refund of Tax Sale Certificate

F. Resolution 2023-109

Authorization of a Shared Services Agreement with the County of Monmouth for Police Dispatch Services

G. Resolution 2023-110

Appointment of Recycling Coordinator

H. Resolution 2023-111

Authorization for Purchase Over \$2,625.00- Well Pump #2 Rehabilitation

I. Resolution 2023-112

Authorization of a Shared Services Agreement with the County of Monmouth for Commodity Resale Services

J. Resolution 2023-113

Appointing Jodi Ryzoff as Deputy Municipal Registrar

K. Resolution 2023-114

Appointing Reverend Daniel Dabrowski as Chaplain to the Englishtown Police Department

L. Resolution 2023-115

Payment of Borough Bills

10. Tax Collector's Report – May 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- Personnel- CFO Interviews
Attorney Client Privilege Matter**

13. Adjournment

NEXT COUNCIL MEETING WEDNESDAY, AUGUST 23, 2023 @ 7:30 P.M.

BOROUGH OF ENGLISHTOWN

**** MINUTES ****

July 26, 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: Borough Attorney Jonathan Cohen, Police Chief Cooke, Sylvia Eryan-
Hawileh CFO, Laurie Finger Deputy CFO, Kerry Killeen Municipal
Clerk

Adjournment:

There being no further discussion items a motion to adjourn the workshop was offered by C/Mann, seconded by C/Robilotti, with all present Council members in favor of adjournment. Time of adjournment was 7:30 P.M.

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

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.

Police Chief Peter Cooke introduced Reverend Daniel Dubrowski and made his recommendation to the Borough Council that he be appointed as the new Chaplain to the Englishtown Police Department. C/W. Lewis made a motion to appoint Reverend Dubrowski.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-114**

**APPOINTMENT OF ENGLISHTOWN BOROUGH POLICE DEPARTMENT
 CHAPLAIN**

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that Reverend Daniel R. Dubowski is hereby appointed as the Chaplain for the Borough of Englishtown Police Department for the year 2023; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution be provided to the Police Chief Peter Cooke, and Reverend Daniel R. Dabrowski.

<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			
Mayor Reynolds	tie vote only				

Approval of Minutes: May 24, 2023 Regular and Executive Session Minutes

<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				

Councilmember Committee Reports:

Councilman Krawiec – Public Buildings and Grounds –

- One of the Welcome to Englishtown signs was damaged, and the sign maker that created the original sign is working on a replacement.
- Weeds are especially problematic this year due to the amount of rain we have had, but DPW is not responsible for weeding private property.
- The DPW garage needs repairs, they are going to begin gathering quotes.

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

- Ceremonial swearing in of the new Police Officer has been moved to August 23rd.
 - They are gathering quotes for camera repairs.
- Chief Cooke reads the police activity report for May and June 2023.

Councilwoman Robilotti – Administration, Finance, Personnel and Technology –

- The Council is conducting second interviews for the Part Time CFO position tonight.

Councilman Francisco – Public Events –

- Resident Dan Marter reached out to C/Francisco to work on plans for beautification of Lake Weamaconk
- Provided an updated on the West Dey Street/Main Street subdivision that was approved at the last Unified Planning Zoning Board Meeting, and encouraged residents with concerns to reach out and that he is always open to discussion.
- Reiterated that if any residents have concerns or comments about anything they are welcome to contact him to discuss.

Councilman Mann – Public Utilities –

- The main single casing water well has failed, and will need to be replaced with a double casing water well. The Borough will need to bond for the money to make the repairs, as well as potentially raise water rates. The Council will have a special meeting to discuss the plans for the water well.

Councilwoman Lewis – Legislative, Insurance and Licenses –

- Nothing to report at this time.

Open Public Portion Limited to Agenda Items Only:

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

Public Comment:

Angelo Scalici, 19 W Dey Street- inquired on how the repair of the water well could affect tax rates.

Mayor Reynolds read the tax collectors report aloud.

NEW BUSINESS:

**BOROUGH OF ENGLISHTOWN
ORDINANCE NO. 2023-05**

ORDINANCE PROVIDING FOR FEES FOR USE OF FIELDS

BE IT ORDAINED, by the Mayor and Council of the Borough of Englishtown, in the County of Monmouth and State of New Jersey, as follows:

1. The General Ordinances of the Borough of Englishtown will be revised to include a new section numbered 2.136, which will read in its entirety as follows:

Municipal Recreation Fields.

The following fees are established for the use of municipal recreation fields in the Borough of Englishtown:

	Baseball Field Hourly Rate	Basketball Court Hourly Rate	Football/Soccer Field Hourly Rate
Jan 1 - March 31	\$10	\$10	\$10
April 1 - June 30	\$15	\$10	\$15
July 1 - Sept 30	\$15	\$10	\$15
October 1- Dec 31	\$10	\$10	\$15

Fees will be charged to Englishtown at the rate set by the Code for the Borough of Englishtown.

2. The purpose of this ordinance is for groups that wish to reserve the rights to use a particular field. If a field is not reserved, the field may still be available for general use.
3. If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, such a ruling shall not affect the other sections or provisions

of this Ordinance, except that the section or provision declared invalid shall be separable from the remainder of any portion thereof.

4. This Ordinance supersedes and replaces any prior inconsistent practice or ordinance and takes effect January 1st, 2024 after final passage and publication in the manner provided by law.

DATE OF FIRST READING & INTRODUCTION: July 26, 2023

<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			
Mayor Reynolds	tie vote only				

DATE OF SECOND READING AND PUBLIC HEARING: August 23, 2023

**BOROUGH OF ENGLISHTOWN
 ORDINANCE NO. 2023-06**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2.55 ENTITLED
 “ANIMAL CONTROL REGULATIONS” OF THE CODE OF THE BOROUGH OF
 ENGLISHTOWN**

BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth and State of New Jersey, that the following section of Chapter 2.55 be amended and supplemented as follows:

1. Section 2.55.01 (Rabies Vaccination and License Requirements) Subsection G of the “Code of the Borough of Englishtown, New Jersey” is hereby amended and supplemented to read as follows:

(G) All licenses expire on ~~June 30th~~ **December 31st** of each year and must be renewed annually for each animal.

2. Section 2.55.01 (Rabies Vaccination and License Requirements) Subsection H of the “Code of the Borough of Englishtown, New Jersey” is hereby amended and supplemented to read as follows:

(H) A late fee of five dollars (\$5.00) will be imposed on all licenses issued after ~~August~~ **15th February 15th** and thereafter.

3. Any Ordinance or parts of Ordinances inconsistent herewith are hereby repealed.
4. This Ordinance shall take effect following final adoption and publication pursuant thereto.

DATE OF FIRST READING & INTRODUCTION: July 26, 2023

<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			
Mayor Reynolds	tie vote only				

DATE OF SECOND READING AND PUBLIC HEARING: August 23, 2023

**BOROUGH OF ENGLISHTOWN
 ORDINANCE NO. 2023-07**

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 2.54 ENTITLED
 “MUNICIPAL STORMWATER CONTROL” OF THE CODE OF THE BOROUGH OF
 ENGLISHTOWN**

BE IT ORDAINED by the Mayor and Council of the Borough of Englishtown, County of Monmouth and State of New Jersey, that the following section of Chapter 2.54 be amended and supplemented as follows:

2.54.16 Privately Owned Salt Storage

1. SECTION I. Purpose:

The purpose of this ordinance is to prevent stored salt and other solid de-icing materials from being exposed to stormwater.

This ordinance establishes requirements for the storage of salt and other solid de-icing materials on properties not owned or operated by the municipality (privately-owned), including residences, in the Borough of Englishtown to protect the environment, public health, safety and welfare, and to prescribe penalties for failure to comply.

SECTION II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this Chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- A. “De-icing materials” means any granular or solid material such as melting salt or any other granular solid that assists in the melting of snow.
- B. “Impervious surface” means a surface that has been covered with a layer of material so that it is highly resistant to infiltration by water.
- C. “Storm drain inlet” means the point of entry into the storm sewer system.
- D. “Permanent structure” means a permanent building or permanent structure that is anchored to a permanent foundation with an impermeable floor, and that is completely roofed and walled (new structures require a door or other means of sealing the access way from wind driven rainfall).

A fabric frame structure is a permanent structure if it meets the following specifications:

- 1. Concrete blocks, jersey barriers or other similar material shall be placed around the interior of the structure to protect the side walls during loading and unloading of de-icing materials;
 - 2. The design shall prevent stormwater run-on and run through, and the fabric cannot leak;
 - 3. The structure shall be erected on an impermeable slab;
 - 4. The structure cannot be open sided; and
 - 5. The structure shall have a roll up door or other means of sealing the access way from wind driven rainfall.
- E. “Person” means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.
 - F. “Resident” means a person who resides on a residential property where de-icing material is stored.

SECTION III. Deicing Material Storage Requirements:

- A. Temporary outdoor storage of de-icing materials in accordance with the requirements below is allowed between October 15th and April 15th:

1. Loose materials shall be placed on a flat, impervious surface in a manner that prevents stormwater run-through;
 2. Loose materials shall be placed at least 50 feet from surface water bodies, storm drain inlets, ditches and/or other stormwater conveyance channels;
 3. Loose materials shall be maintained in a cone-shaped storage pile. If loading or unloading activities alter the cone-shape during daily activities, tracked materials shall be swept back into the storage pile, and the storage pile shall be reshaped into a cone after use;
 4. Loose materials shall be covered as follows:
 - a. The cover shall be waterproof, impermeable, and flexible;
 - b. The cover shall extend to the base of the pile(s);
 - c. The cover shall be free from holes or tears;
 - d. The cover shall be secured and weighed down around the perimeter to prevent removal by wind; and
 - e. Weight shall be placed on the cover(s) in such a way that minimizes the potential of exposure as materials shift and runoff flows down to the base of the pile.
 - (1) Sandbags lashed together with rope or cable and placed uniformly over the flexible cover, or poly-cord nets provide a suitable method. Items that can potentially hold water (e.g., old tires) shall not be used;
 5. Containers must be sealed when not in use; and
 6. The site shall be free of all de-icing materials between April 16th and October 14th.
- B. De-icing materials should be stored in a permanent structure if a suitable storage structure is available. For storage of loose de-icing materials in a permanent structure, such storage may be permanent, and thus not restricted to October 15 -April 15.
- C. The property owner, or owner of the de-icing materials if different, shall designate a person(s) responsible for operations at the site where these materials are stored outdoors, and who shall document that weekly inspections are conducted to ensure that the conditions of this ordinance are met. Inspection records shall be kept on site and made available to the municipality upon request.

1. Residents who operate businesses from their homes that utilize de-icing materials are required to perform weekly inspections.

SECTION IV. Exemptions:

Residents may store de-icing materials outside in a solid-walled, closed container that prevents precipitation from entering and exiting the container, and which prevents the de-icing materials from leaking or spilling out. Under these circumstances, weekly inspections are not necessary, but repair or replacement of damaged or inadequate containers shall occur within 2 weeks.

If containerized (in bags or buckets) de-icing materials are stored within a permanent structure, they are not subject to the storage and inspection requirements in Section III above. Piles of de-icing materials are not exempt, even if stored in a permanent structure.

This ordinance does not apply to facilities where the stormwater discharges from de-icing material storage activities are regulated under another NJPDES permit.

SECTION V. Enforcement:

This ordinance shall be enforced by the Borough of Englishtown Police Department and Englishtown Code Official during the course of ordinary enforcement duties.

SECTION VI. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall have 72 hours to complete corrective action. Repeat violations and/or failure to complete corrective action shall result in a fine not to exceed \$250.00.

SECTION VII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION VIII. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

DATE OF FIRST READING & INTRODUCTION: July 26, 2023

<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					

DATE OF SECOND READING AND PUBLIC HEARING: August 23, 2023

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-107**

**AUTHORIZING THE EXTENSION OF THE GRACE PERIOD FOR AUGUST 2023
 PROPERTY TAX PAYMENTS**

WHEREAS, NJSA 54:4-66.4, allows for an extension of the interest free period for the third quarter installment of taxes, twenty-five days after the mailing of the tax bill; and

WHEREAS, the tax rates or bills were not received in time to meet the statutory mailing and due dates, the grace period for the third quarter of 2023, which is usually ten days, will be extended to twenty-five days to meet the statutory requirements; and

WHEREAS, the 2023 final/2024 preliminary property tax bills have not been printed and mailed to the property owners of the Borough of Englishtown as of July 11, 2023; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Tax Collector is hereby authorized to extend the grace period for twenty-five days from the date of mailing of the third quarter 2023 property tax bills, after which interest will be retroactive to August 1, 2023.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to the CFO, the Tax Collector and the Borough Auditor.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2023-108**

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. 22-00018
 Block 9, Lot 13
 68 Main St.
 in the amount of \$11,143.71
 premium of \$0.00
 total of **\$11,143.71**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$11,143.71.

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 \$11,143.71 to Trystone Capital Assets, LLC, P.O. Box 1030, Brick, NJ 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			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-109**

AUTHORIZATION OF SHARED SERVICES AGREEMENT FOR POLICE DISPATCH SERVICES

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Police Dept. – Police Dispatch Shared Services Agreement.....\$55,495.00

Services From:

Monmouth County Treasurer
 Sheriff’s Office
 P. O. Box 5007
 Freehold, N.J. 07728

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

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

*****TABLED*****

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-110**

APPOINTMENT OF RECYCLING COORDINATOR

WHEREAS, it is necessary to appoint a Recycling Coordinator for the Borough of Englishtown.

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 fill the vacancies the following positions for the year 2023:

Michael Reynolds- Recycling Coordinator

BE IT FURTHER RESOLVED that a certified copy of this Resolution be sent to the

above named, Michael Reynolds.

Motion was made by C/Francisco to table Resolution 2023-110.

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

*****TABLED*****

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-111**

AUTHORIZATION OF PURCHASE OVER \$2625.00

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Well Pump #2 Rehabilitation..... \$27,153.00

Services From:

A.C. Schultes
 664 South Evergreen Avenue
 Woodbury Heights, NJ 08097

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Motion was made by C/Mann to table Resolution 2023-111.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2023-112**

**AUTHORIZING THE EXECUTION OF A COMMODITY RESALE AGREEMENT
 WITH THE COUNTY OF MONMOUTH**

WHEREAS, *N.J.A.C. 5:34-7.15* authorizes local contracting units to enter into Commodity Resale Agreements for the purchase of certain commodities from other contracting units; and

WHEREAS, the County of Monmouth has authorized the renewal of the Monmouth County Commodity Resale System (SYSTEM IDENTIFIER 99174 – MCCRS), for the period of July 26, 2023 through September 30, 2028; and

WHEREAS, it would be in the best interest of this Municipality to become or remain a member of the Monmouth County Commodity Resale System for that period.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that the Mayor and Municipal Clerk be and they are hereby authorized to execute the attached Commodity Resale Agreement with the County of Monmouth.

BE IT FURTHER RESOLVED that the Municipal Clerk forward a certified copy of this resolution, along with the executed Commodity Resale Agreement to Office of Shared Services, County of Monmouth, Hall of Records Annex, First Floor, 1 East Main Street, Freehold, New Jersey 07728.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2022-113**

APPOINTMENT OF JODI RYZOFF AS DEPUTY MUNICIPAL REGISTRAR

WHEREAS, there is a vacancy within the Borough of Englishtown for the position of Deputy Municipal Registrar; and

WHEREAS, the Governing Body wishes to fill said position; and

WHEREAS, it is the recommendation of the Administration, Finance and Personnel Committee to appoint Jodi Ryzoff, of Freehold, New Jersey.

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

1. Jodi Ryzoff has successfully completed the registrar training and has obtained her Certified Municipal Registrar certification.
2. Jodi Ryzoff is hereby appointed as Deputy Municipal Registrar of the Borough of Englishtown, effective July 1, 2023.
3. Jodi Ryzoff will be compensated with an annual stipend of \$1,500.00 that will be payable bi-weekly per the salary ordinance.

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Borough's Chief Financial Officer and Jodi Ryzoff.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2023-115**

**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 \$ 573,055.02 are hereby authorized to be paid on July 26, 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.

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				

Open Public Portion Limited to Agenda Items Only:

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

Public Comment :

Redacted due to Daniel’s Law- requested further transparency on the cost of Municipal projects.
 Shawn Adabury, 24 Carriage Lane- Inquired about meeting notices.

Executive Session (Litigation/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 28th day of June, 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: 9:09 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			
Mayor Reynolds	tie vote only				

Council returned from Executive Session at 10:45 P.M.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-116**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN
 APPOINTING A CHIEF FINANCIAL OFFICER**

WHEREAS, the Mayor and Council of the Borough of Englishtown have determined that there is a necessity for appointing a Chief Financial Officer to be employed by the Borough of Englishtown; and

WHEREAS, Jeffrey Elsasser has applied for such position and is currently a Certified Municipal Finance Officer and a Qualified Purchasing Agent; and

WHEREAS, the Mayor and Council have recommended Jeffrey Elsasser for the position; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown that Jeffrey Elsasser be offered the position of Chief Financial Officer, pursuant to N.J.S.A. 40A:9-140.10, for the Borough of Englishtown, commencing on September 1, 2023, and contingent upon his successful completed of a background check, at an annual salary of \$36,000.00.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Borough Clerk, Borough Auditor, Borough Attorney, and Jeffrey Elsasser.

<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				

Adjournment:

There being no further business a motion to adjourn was offered by C/Robilotti seconded by C/W. Lewis. All in favor. The time being 10:50 P.M.

October 25, 2023
Date Approved

Kerry Killeen, R.M.C.
Municipal Clerk