

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

**August 23, 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. Administration of Oath of Office to Police Officer Inderpreet Singh**
- 5. Approval of Minutes**
  - June 28, 2023
  - June 28, 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. Old Business**

A. Ordinance 2023-05 Public Hearing and Adoption

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 Public Hearing and Adoption

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 Public Hearing and Adoption

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"

**10. New Business:**

A. Resolution 2023-119

Authorization of Refund of Tax Sale Certificate

B. Resolution 2023-120

Supporting Monmouth County Stigma-Free Campaign and Establishing the Borough of Englishtown as a Stigma-Free Zone

C. Resolution 2023-121

Regretfully Accepting the Resignation of Sylvia Eryan-Hawileh

D. Resolution 2023-122

Granting Approval of Raffle Application for the Knights of Columbus Prince of Peace Council #5903

E. Resolution 2023-123

Authorizing the Mayor and Clerk to Execute a Project Agreement with Monmouth County (CDBG) for Performance and Delivery of Fiscal Year 2023 Community Development Projects

F. Resolution 2023-124

Authorizing the Mayor to Sign a Certification Prohibiting the Use of Excessive Force and a Certification Prohibiting the use of Federal Funds for Lobbying

G. Resolution 2023-125

Payment of Borough Bills

H. Resolution 2023-126

Appointment of Part Time Chief Financial Officer

**11. Tax Collector's Report – July 2023**

**12. 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.

**13. Executive Session- PBA Contract Negotiations  
Attorney Client Privilege Matter**

**14. Adjournment**

**NEXT COUNCIL MEETING WEDNESDAY, SEPTEMBER 27, 2023 @ 7:30 P.M.**

**BOROUGH OF ENGLISHTOWN**

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

**August 23, 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/M.Lewis, C/W.Lewis, C/Mann, C/Robilotti and Mayor Reynolds

Absent: C/Krawiec

Also Present: Borough Attorney Joe Youssouf, 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 7:30 P.M.

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

Absent: C/Krawiec

Also Present: Borough Attorney Joe Youssouf, Police Chief Cooke, Sylvia Eryan-Hawileh CFO, 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.

**Approval of Minutes:**

June 28, 2023 Council Meeting

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

June 28, 2023 Executive Session

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

**Councilmember Committee Reports:**

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

- Police Officer Inderpreet Singh was sworn in  
 Chief Cooke reads the police activity report for May and June 2023.

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

- Updates to be discussed in executive session

**Councilman Francisco – Public Events –**

- The 9/11 memorial will be held at the Fire House
- The recreation committee will be hosting a Halloween party at the Fire House on October 21<sup>st</sup> at 12:30 PM, along with a trunk or treat

**Councilman Mann – Public Utilities –**

- The Council had a special meeting to discuss the need for a new water well supply, and they are in the process of gathering information for next steps.

**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/Francisco. All in favor.

There were no public comments made. Motion was made to close public comment by C/Mann, seconded by C/W. Lewis.

**Mayor Reynolds read the tax collectors report aloud.**

**OLD BUSINESS:**

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

**PUBLIC HEARING AND ADOPTION**

**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 1<sup>st</sup>, 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				

**Public Hearing:**

A motion was made by C/M. Lewis, seconded by C/Robilotti to open public hearing on Ordinance 2023-05. There being no comments on Ordinance No. 2023-05, a motion was made by C/M. Lewis, seconded by C/Robilotti to close the public hearing. All in favor.

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

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

**PUBLIC HEARING AND ADOPTION**

**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 30<sup>th</sup>~~ **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 15<sup>th</sup>~~ **February 15<sup>th</sup>** 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				

**Public Hearing:**



A motion was made by C/M. Lewis, seconded by C/Mann to open public hearing on Ordinance 2023-06. There being no comments on Ordinance No. 2023-06, a motion was made by C/Francisco seconded by C/Robilotti to close the public hearing. All in favor.

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

<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 PUBLIC HEARING AND ADOPTION  
 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 15<sup>th</sup> and April 15<sup>th</sup>:
  - 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 16<sup>th</sup> and October 14<sup>th</sup>.
- 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				

**Public Hearing:**

A motion was made by C/Mann, seconded by C/Robilotti to open public hearing on Ordinance 2023-07. There being no comments on Ordinance No. 2023-07, a motion was made by C/Mann, seconded by C/Robilotti to close the public hearing. All in favor.

DATE OF SECOND READING AND PUBLIC HEARING: August 23, 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			
W. Lewis		x			
Mann	x	x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**NEW BUSINESS:**

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-119**

**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 CoreLogic-Mortgage Company:

Tax Sale Certificate No. 20-00006  
 Block 9, Lot 1  
 22 Victory Drive  
 in the amount of \$4,429.77  
 premium of \$0.00  
 total of **\$4,429.77**

**WHEREAS**, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$4,249.77.

**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 \$4,429.77 to Pro Cap 8 FBO Firstrust Bank, P.O. Box 774 Fort Washington, PA 19034-0774:

**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.

<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			
Mann	x	x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-120**

**RESOLUTION SUPPORTING THE MONMOUTH COUNTY STIGMA FREE  
 CAMPAIGN AND ESTABLISHING THE BOROUGH OF ENGLISHTOWN AS A  
 STIGMA-FREE ZONE**

**WHEREAS**, the Monmouth County Executive and the Board of Commissioners, along with the Monmouth County Department of Health Services, supports the designation of Stigma-Free Zones in every municipality, and;

**WHEREAS**, the members of the Mental Health Board supported the initiative and recognized that the initiative was aligned with the Board's mission to raise awareness of the disease of mental illness, and;

**WHEREAS**, the National Institute of Mental Health reports that 1 in 4 adults experiences mental illness in a given year and 1 in 17 adults live with a serious mental illness such as schizophrenia, major depression, or bipolar disorder; approximately 20% of youth ages 13 to 18 and 13% of youth ages 8 to 15 experience severe mental disorders in a given year, and;

**WHEREAS**, the stigma associated with the disease of mental illness is identified as the primary reason individuals fail to seek the help they need to recover from the disease, and;

**WHEREAS**, Stigma-Free Zones aim to inspire public interest and open dialogues about stigma, raise awareness of the disease of mental illness and create a culture wherein residents who have the disease of mental illness feel supported by their community and neighbors and feel free to seek treatment for the disease without fear of stigma and;

**WHEREAS**, promoting awareness that there can be no "health" without mental health will break down barriers and encourage residents of all ages to be mindful of their mental health and ask for help when needed, and;

**WHEREAS**, local resources are available to treat the disease of mental illness so no one resident needs to suffer alone or feel hopeless, and;

**WHEREAS**, establishing Stigma-Free Zones will raise awareness of resources and encourage residents to engage in care as soon as the need is identified so recovery can begin, hope is inspired and tragedies are avoided, and;

**NOW THEREFORE BE IT RESOLVED** that the Borough of Englishtown recognizes the community needs and supports the efforts of the County of Monmouth in designating the Borough of Englishtown as a Stigma-Free Zone.

**BE IT FURTHER RESOLVED** that a certified true copy of this Resolution be forwarded to the Monmouth County Division of Behavioral Health.

<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. 2023-121**

**RESOLUTION REGRETFULLY ACCEPTING THE  
 RESIGNATION OF SYLVIA ERYAN-HAWILEH**

**WHEREAS**, Sylvia Eryan-Hawileh was appointed as Borough Chief Financial Officer for the Borough of Englishtown on July 1, 2020; and

**WHEREAS**, Sylvia Eryan-Hawileh has served in this position showing exceptional work ethics and knowledge of statutory responsibilities; and

**WHEREAS**, Sylvia Eryan-Hawileh tendered her resignation to the Englishtown Borough Council on August 8, as Borough Chief Financial Officer with her last day of employment being August 31, 2023; and

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Englishtown Borough Council regretfully accepts the letter of resignation commends Sylvia Eryan-Hawileh for the many years of valuable service and expresses its sincere thanks on behalf of the Borough of Englishtown.
2. That a certified copy of this Resolution be delivered to CFO Sylvia Eryan-Hawileh.

<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			
Mann		x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-122**

**RESOLUTION OF THE MAYOR AND GOVERNING BODY  
 GRANTING APPROVAL FOR RAFFLE LICENSE APPLICATION**

**WHEREAS**, the Knights of Columbus Prince of Peace Council #5903 has applied to the Governing Body of the Borough of Englishtown for a raffle license for November 10, 2023; and

**WHEREAS**, the Knights of Columbus Prince of Peace Council #5903 has paid all the proper fees to the Borough of Englishtown and submitted the proper fees to be forwarded to the Legalized Games of Chance Control Commission; and

**WHEREAS**, the Mayor and Governing Body of the Borough of Englishtown finds that the Knights of Columbus Prince of Peace Council #5903 is a qualified applicant and the members of the Knights of Columbus Prince of Peace Council #5903 are designated to conduct games of chance and are of good moral character and said members have never been convicted of a crime to the best of the Council’s knowledge; and

**WHEREAS**, said games are to be conducted by the rules set forth by the Legalized Games of Chance Control Commission and the entire net proceeds are to be disposed of for a purpose permitted by the Raffle Licensing Law Act of 1954; and

**WHEREAS**, there is satisfactory proof that the Knights of Columbus Prince of Peace Council #5903 will not make payment for the conducting of the game or assisting therein, except to the extent allowed by law; and

**WHEREAS**, The Knights of Columbus Prince of Peace Council #5903 has stated that any rental to be paid for raffle equipment does conform to the schedule of authorized rentals prescribed by the rules of the Control Commission and the raffles equipment lessor, should there be one, has been approved by the Control Commission; 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 Raffle Application for the Knights of Columbus Prince of Peace Council #5903 be approved as required by N.J.A.C. 13:47-4.11 and forwarded to the Legal Games of Chance Control Commission as prescribed by N.J.A.C. 13:47-4.3 (b); and



**BE IT FURTHER RESOLVED**, that a copy of the Raffle License Application be forwarded by the Municipal Clerk to the Legalized Games of Chance Control Commission for their review and determination; and

**BE IT FURTHER RESOLVED**, on the fifteenth day after said Raffle Application has been forwarded to the Legalized Games of Chance Control Commission with no objections received, a Raffle License may be issued to the Knights of Columbus Prince of Peace Council #5903 and copies of said license shall be distributed to the Licensee, the Municipal Clerk, and the Borough of Englishtown Police Dept.

<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	
Mann	x	x			
Robilotti	x	x			
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-123**

**COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION AUTHORIZING  
 THE MAYOR AND CLERK TO EXECUTE A PROJECT AGREEMENT WITH  
 MONMOUTH COUNTY FOR PERFORMANCE AND DELIVERY OF FISCAL YEAR  
 2023 COMMUNITY DEVELOPMENT PROJECTS**

**WHEREAS**, certain federal funds are potentially available to Monmouth County under the Housing and Community Development Act of 1974, as amended; and

**WHEREAS**, the County of Monmouth expects to receive an allocation for Fiscal Year 2023 from the United States Department of Housing and Urban Development; and

**WHEREAS**, the County of Monmouth has submitted its Annual Plan for Fiscal Year 2023 to the U.S. Department of Housing and Urban Development, which included a project hereinafter referred to as Memorial Park ADA Playground Improvements with a grant allocation of \$155,418.00.

**WHEREAS**, the Borough of Englishtown hereby met all the requirements for the release of funds to begin incurring costs for this project; and

**WHEREAS**, the Borough of Englishtown has filed with the Monmouth County Community Development Program an acceptable timetable for completion and expenditure of grant funds, which is included as an appendix to the Project Agreement.

**NOW, THEREFORE, BE IT ORDAINED**, that the Mayor and Municipal Clerk are hereby authorized to execute with the County of Monmouth the attached Project Agreement on behalf of the Borough of Englishtown.

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

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-124**

**COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION AUTHORIZING  
 THE MAYOR TO SIGN A CERTIFICATION PROHIBITING THE USE OF  
 EXCESSIVE FORCE AND A CERTIFICATION PROHIBITING THE USE OF  
 FEDERAL FUNDS FOR LOBBYING**

**WHEREAS**, certain federal funds are potentially available to Monmouth County through the Housing and Community Development Act of 1974, as amended; and

**WHEREAS**, the United States Department of Housing and Urban Development has allocated funding to the County of Monmouth for Fiscal Year 2023; and

**WHEREAS**, the County is making some of these funds available to certain participating municipalities and non-profit agencies; and

**WHEREAS**, it is required that the Borough of Englishtown execute a Project Agreement with Monmouth County to undertake a project known as Memorial Park ADA Playground Improvements and

**WHEREAS**, the U.S. Department of Housing and Urban Development is requiring that the Mayor of the Borough of Englishtown sign additional certifications in order to receive these funds; and

**WHEREAS**, the Borough of Englishtown has adopted a policy prohibiting the use of excessive force by its law enforcement agency (police force) within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

**WHEREAS**, a copy of that policy is attached to and made part of this resolution.

**NOW, THEREFORE, BE IT ORDAINED**, that the Borough of Englishtown has met the conditions of receiving a Fiscal Year 2023 allocation by adopting a policy prohibiting the use of excessive force and by not using federal funds for lobbying or by disclosing that funds have been used for lobbying.

**BE IT FURTHER RESOLVED**, that the Mayor of the Borough of Englishtown is hereby authorized to sign the attached certifications which will become part of the Fiscal Year 2023 Project Agreement.

<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				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-125**

**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 \$852,417.92 are hereby authorized to be paid on August 23, 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		<u>x</u>			
Krawiec					<u>x</u>
M. Lewis		<u>x</u>			
W. Lewis		<u>x</u>			
Mann	<u>x</u>	<u>x</u>			
Robilotti		<u>x</u>			
Mayor Reynolds	<u>tie vote only</u>				

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-126**

**RESOLUTION OF THE BOROUGH OF ENGLISHTOWN  
 APPOINTING A PART TIME 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**, the Mayor and Council have advertised on its website, posted said position in the Municipal Building and interviewed a candidate for same; 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 find that Jeffrey Elsasser is a qualified individual for the position.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englishtown that Jeffrey Elsasser be hired for the position of Chief Financial Officer, pursuant to N.J.S.A. 40A:9-140.10, for the Borough of Englishtown, to fill the unexpired term commencing on September 1, 2023, and expiring on December 31, 2023 at an annual salary of \$36,000.

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be forwarded to the following: 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	x		
Krawiec					x
M. Lewis			x		
W. Lewis			x		
Mann			x		
Robilotti	x		x		
Mayor Reynolds	tie vote only				

**Public Portion:**

Motion was made to open the Public Portion by C/Robilotti, seconded by C/Mann. All in favor. There were no public comments made. Motion was made to close public comment by C/Mann, seconded by C/Robilotti.

**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 28<sup>th</sup> 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: 8:02 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	x			
W. Lewis		x			
Mann		x			
Robilotti		x			
Mayor Reynolds	tie vote only				

Council returned from Executive Session at 8:34 P.M.

**Adjournment:**

There being no further business a motion to adjourn was offered by C/W. Lewis seconded by C/M. Lewis. All in favor. The time being 8:35 P.M.

December 18, 2023  
 Date Approved

Kerry Killeen, R.M.C.  
 Municipal Clerk