

**** WORKSHOP AGENDA ****

October 25, 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-** Best Practices Discussion
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. **Approval of Minutes**

July 26, 2023 Public and Executive Session
August 8, 2023 Special Meeting

5. **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

6. Correspondence

7. 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.

8. Old Business

A. Ordinance 2023-10 Public Hearing and Adoption

An Ordinance Amending Chapter 2.130 of the Borough of Englishtown Borough Code

9. New Business:

A. Resolution 2023-135

Authorization of Refund of Tax Sale Certificate

B. Resolution 2023-136

Authorization of Refund of Tax Sale Certificate

C. Resolution 2023-137

Authorization of Refund of Tax Sale Certificate

D. Resolution 2023-138

Authorization of Refund of Tax Sale Certificate

E. Resolution 2023-139

Authorization of Refund/Transfer of 2022/2023 to 2023/2024 for Tax Court Judgement Dated September 2023

F. Resolution 2023-140

Authorization of the Cancellation/Refund of 2023 Taxes for 100% Disabled Veteran

G. Resolution 2023-141

Authorization of Amendment to Salary Resolution 2023-101

H. Resolution 2023-142

Authorization of the Termination of Contract with Joseph D. Youssouf

I. Resolution 2023-143

Authorizing Payment of Borough Bills

- 10. Tax Collector's Report – September 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- Attorney Client Privilege Matter**
Personnel
Contract Negotiations
Property Acquisition
- 13. Adjournment**

NEXT COUNCIL MEETING MONDAY, NOVEMBER 20, 2023 @ 7:30 P.M.

BOROUGH OF ENGLISHTOWN

**** MINUTES ****

October 25, 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, and Mayor Reynolds

Absent: C/Krawiec, C/Robilotti

Also Present: Borough Attorney Jonathan Cohen, Police Chief Cooke, CFO Jeffrey Elsasser, Deputy CFO Laurie Finger, Municipal Clerk Kerry Killeen

Best Practices Discussion:

Borough CFO Jeffrey Elsasser provided an overview of the Best Practices Inventory and stated that the Borough met all necessary requirements.

Adjournment:

There being no further discussion items a motion to adjourn the workshop was offered by C/W. Lewis, seconded by C/M. Lewis, with all present Council members in favor of adjournment. Time of adjournment was 7:34 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 7:34 P.M.

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

Absent: C/Krawiec, C/Robilotti

Also Present: Borough Attorney Jonathan Cohen, Police Chief Cooke, CFO Jeffrey Elsasser, Deputy CFO Laurie Finger, Municipal Clerk Kerry Killeen

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.

Councilmember Committee Reports:

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

- Will provide update in executive session.
Chief Cooke read the police activity report for September.

Councilman Francisco – Public Events –

- Thanked Recreation Committee Chairperson Kim Sabin for all of her hard work on the Halloween Party and Scarecrow Contest, and stated they are working on plans for a Christmas event as well.
- Mayor Reynolds added that the Borough is purchasing new holiday lights for Main Street and Water Street and anticipate them being put up the week after Thanksgiving.

Councilman Mann – Public Utilities –

- Provided an update on financial analysis of the water supply plant. Township Attorney Jonathan Cohen suggested that the Borough could simply put out a Request for Proposals and allow any interested parties to submit their own valuation rather than have the Borough pay for a formal valuation process to be done.

Councilwoman Lewis – Legislative, Insurance and Licenses –

- Discussions on 2024 budgeting are beginning soon and they will be setting up meetings between Council Chairs and Department Heads to help plan for the upcoming year.

Open Public Portion Limited to Agenda Items Only:

Motion was made to open the Public Portion by C/Mann, seconded by C/Francisco. All in favor. Mr. Licitra inquired if item G is included in the budget. The Municipal Clerk stated that there is no change in the budget, the previous Fire Commissioner retired so the change is strictly clerical. There were no further public comments made. Motion was made to close public comment by C/Mann, seconded by C/W. Lewis. All in favor.

Mayor Reynolds read the tax collectors report aloud.

OLD BUSINESS:

**BOROUGH OF ENGLISHTOWN PUBLIC HEARING AND ADOPTION
ORDINANCE NO. 2023-10**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
ENGLISHTOWN AMENDING CHAPTER 2.130 OF THE BOROUGH CODE**

WHEREAS, pursuant to N.J.S.A. 40:55D-62, the Mayor and Council submit this Ordinance to amend the Borough's zoning ordinance (Chapter 2.130) to effectuate the February 15, 2023 Master Plan & Development Regulations Reexamination performed in accordance with N.J.S.A. 40:55D-89, and adopted by the Unified Planning/Zoning Board.

PURPOSE

The purpose of this Ordinance is to amend certain portions of the Zoning Ordinance, in accordance with an updated Zoning Map, to effectuate the redevelopment plans of the municipality.

SECTION 1

The Chapter 2.130, Zoning, shall be amended as follows:

§ 2.130

The boundaries of the zoning districts are to be modified in accordance with an updated "Zoning Map of the Borough of Englishtown" dated 2023, which shall be kept on file in the office of the Borough Clerk. The 2023 Zoning Map shall be amended to provide that the block between Pine Street and Center Street, areas along Main Street, all of Water Street up to Lasatta Avenue, and all of Tennent Road up to Harrison Avenue, shall be redesignated as Commercial Zones subject to §§2.130.13, 13.1 or .14 of the Zoning Ordinance.

SECTION 2

All Ordinances or parts of Ordinances inconsistent with this Ordinance if held to be unconstitutional or invalid for any reason shall not affect the remaining portions of this Ordinance.

SECTION 3

The Borough Clerk is hereby directed, upon adoption of the Ordinance after public hearing, to publish notice of its passage and to file a copy of this Ordinance as finally adopted

with the Monmouth County Planning Board as required by N.J.S.A. 40:55D-16. The Clerk shall also forthwith transmit a copy of this Ordinance after final passage to the Borough Tax Assessor as required by N.J.S.A. 40:49-2.1.

SECTION 4

This Ordinance shall take effect immediately upon final passage and publication according to law and filing with the Monmouth County Planning Board.

DATE OF FIRST READING & INTRODUCTION: September 27, 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	x			
Mann		x			
Robilotti		x			
Mayor Reynolds	tie vote only				

DATE OF SECOND READING AND PUBLIC HEARING: October 25, 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	x			
Mann		x			
Robilotti					x
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-135**

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 Pro Cap FBO Firstrust Bank:

Tax Sale Certificate No. 20-00010
 Block 23, Lot 5
 17 Park Avenue
 in the amount of \$3,025.66
 premium of \$5,800.00

total of **\$8,825.66**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$8,825.66.

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 \$8,825.66 to Pro Cap FBO Firstrust Bank PO 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.
 8.

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2023-136**

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. 22-00005
 Block 2, Lot 22 Qualifier #C0021
 21 English Club Drive
 in the amount of \$802.52
 premium of \$1,800.00
 total of **\$2,602.52**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,602.52.

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 \$2,602.52 to Trystone Capital Assets, LLC PO 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.
 9.

<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. 2023-137**

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. 22-00021
 Block 17, Lot 5
 10 Victory Drive
 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 PO 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.
 10.

<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	x			
Robilotti					x

Mayor Reynolds	tie vote only				
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**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-138**

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. 22-00022
 Block 20, Lot 14
 12 Main Street
 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 PO 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.

11.

<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. 2023-139**

AUTHORIZING REFUND/TRANSFER OF 2022/2023 AND PRIOR YEARS TO 2023/2024 FOR TAX COURT JUDGEMENT DATED SEPTEMBER 2023

BE IT RESOLVED by the Borough Council of the Borough of Englishtown that in accordance with the request of the Tax Collector the following accounts be refunded/credited.

<u>Name</u>	<u>Block & Lot</u>	<u>Year/Qtr.</u>	<u>Amount</u>
Brian Robbins 18 Hamilton Street	12/13.01	2023/2024	\$496.74 (credit)

BE IT FURTHER RESOLVED that a certified true copy of this Resolution be forwarded to the Borough's Tax Collector and Chief Financial Officer, and Township Auditor.
 12.

<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		x		
Robilotti					x
Mayor Reynolds	tie vote only				

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-140**

AUTHORIZING THE CANCELLATION/REFUND OF TAXES FOR 100% DISABLED VETERAN

BE IT RESOLVED by the Borough Council of the Borough of Englishtown that in accordance with the request of the Tax Collector taxes be cancelled and/or refunded due to tax exemption for 100% disabled veterans as per N.J.S.A. 54:4-3.30a, b and c:

<u>Name/Prop Address</u>	<u>Block/Lot</u>	<u>Year/Qtr.</u>	<u>Amount</u>	<u>Action</u>
James Cunkelman 49 Main Street	4/15	2024/Prelim. 2023/4	\$4,366.44 \$2,308.09	Cancel Cancel
CoreLogic Tax Refund 3001 Hackberry Road Irving, TX 75063 For: James Cunkelman	4/15	2023/3	\$2,308.09	Refund

BE IT FURTHER RESOLVED by the Borough Council of the Borough of Englishtown that the Clerk forward a certified true copy of this Resolution to the Borough Chief Financial Officer, Borough Auditor, and Tax Collector.

<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. 2023-141**

2023 DESIGNATION OF SALARIES

WHEREAS, the Mayor and Council of the Borough of Englishtown adopted an Ordinance entitled "An Ordinance establishing limits for salaries of the Employees in the Borough of Englishtown, County of Monmouth, State of New Jersey"; and

WHEREAS, said salaries provided certain ranges for the positions set forth; and

NOW, THEREFORE, BE IT RESOLVED that it is the determination of the Mayor and Council of the Borough of Englishtown that annual salaries for said positions as set forth in Resolution 2023-101, shall be amended as follows for the year 2023:

<u>Position</u>	<u>Name</u>	<u>2023 Annual Salary</u>
Fire District Shared Service	Ken Marr, Jr.	\$25,000.00 eff 8/01/23

<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. 2023-142**

*****TABLED*****

RESOLUTION TERMINATING CONTRACT WITH JOSEPH D. YOUSOUF

WHEREAS, the Council at its January 10, 2023 meeting authorized the Borough to enter into a one-year contract with Joseph D. Youssouf to serve as Borough Attorney;

WHEREAS, the Borough has determined that Joseph D. Youssouf has failed to satisfactorily carry out his duties;

WHEREAS, the Borough has since appointed Jonathan F. Cohen, Esq., of the law firm of Plosia Cohen LLC to serve as Borough Attorney;

BE IT RESOLVED that the Borough of Englishtown hereby terminates Joseph D. Youssouf’s contract for cause effective immediately and directs that Joseph D. Youssouf perform no further work for the Borough, and turn over all files and direct all inquiries to Jonathan F. Cohen, Esq.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be sent to the above named, Joseph D. Youssouf, and Jonathan F. Cohen.

***Motion to table resolution 2023-142 was made by C/Lewis, seconded by C/Mann. ***

Council Member	Motion/Second	Aye	Nay	Abstain	Absent
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. 2023-143**

**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 \$1,638,937.38 are hereby authorized to be paid on October 25, 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			
Krawiec					x
M. Lewis		x			
W. Lewis	x	x			
Mann	x	x			
Robilotti					x
Mayor Reynolds	tie vote only				

Public Portion:

Motion was made to open the Public Portion by C/Mann, seconded by C/Lewis. All in favor. Kim Sabin, Tennent Ave- Ms. Sabin stated there have been issues with people speeding down Tennent Avenue, especially in the mornings while children are waiting for the school bus. She asked if it were possible to have a police officer stationed there at this time to help with mitigating the issue.

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

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: 8:25 P.M.

<u>Council Member</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Francisco		x	x		
Krawiec					x
M. Lewis			x		
W. Lewis			x		
Mann	x		x		

Robilotti						X
Mayor Reynolds	tie vote only					

Council returned from Executive Session at 10:31 P.M.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2023-144**

**RESOLUTION ACCEPTING THE RESIGNATION OF BOROUGH ATTORNEY
 JOSEPH D. YOUSOUF**

WHEREAS, Joseph D. Youssef was appointed as Borough Attorney for the Borough of Englishtown on January 10, 2023; and

WHEREAS, Joseph D. Youssef tendered his resignation to the Englishtown Borough Council on October 24th, 2023, as Borough Attorney, effective immediately; and

NOW, THEREFORE, BE IT RESOLVED that:

1. Joseph D. Youssef must deliver all Borough related files to Borough Attorney Jonathan Cohen within 5 days of his receipt of this Resolution.
2. Joseph D. Youssef shall prepare a complete and thorough memo to inform Borough Attorney Jonathan Cohen of all ongoing Borough related cases, matters closed within the past 12 months and any other pending or threatened litigation or other legal matters within 15 days of this receipt of this Resolution.
3. Joseph D. Youssef must not continue to represent himself as the Borough Attorney for the Borough of Englishtown, and cease participation in all Borough business.
4. A copy of this Resolution shall be sent to Mr. Youssef and Mr. Cohen.

<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				

Adjournment:

There being no further business a motion to adjourn was offered by C/Mann seconded by C/W. Lewis. All in favor. The time being 10:37 P.M.

December 18, 2023
Date Approved

Kerry Killeen, R.M.C.
Municipal Clerk