

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

**November 20, 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. 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
- 5. Correspondence**
- 6. 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.

**7. New Business:**

A. Resolution 2023-145

Awarding Contract to Colliers Engineering for Water Well Supply Design and Engineering Services

B. Resolution 2023-146

Awarding Contract to Colliers Engineering for Design and Construction Administration Services for Harrison Avenue Improvements

C. Resolution 2023-147

Accepting the Resignation of Deputy CFO Laurie Finger

D. Resolution 2023-148

Authorization to Pay Borough Bills

**8. Tax Collector's Report – October 2023**

**9. 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.

**10. Executive Session- Attorney Client Privilege Matter**

**Personnel**

**Contract Negotiations**

**Property Acquisition**

**11. Adjournment**

**NEXT COUNCIL MEETING MONDAY, DECEMBER 18, 2023 @ 7:30 P.M.**

**BOROUGH OF ENGLISHTOWN**

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

**November 20, 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 7:32 P.M.

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

Absent: C/Robilotti

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

**Adjournment:**

There being no discussion items a motion to adjourn the workshop was offered by C/Mann, seconded by C/W.Lewis, with all present Council members in favor of adjournment. Time of adjournment was 7:33 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 7:33 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, CFO Jeffrey Elsasser, 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 Krawiec- Public Buildings and Grounds-**

- Will provide update in executive session.
- Covid test are available for residents to pick up at Town Hall

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

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

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

- No report

**Councilman Francisco – Public Events –**

- No report

**Councilman Mann – Public Utilities –**

- No report

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

- CFO Jeff Elsasser provided the Council with preliminary budget numbers for 2024 and is going to set up meetings with all department heads to plan for next year.

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

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

Kim Sabin, Tennent Avenue- Ms. Sabin, the Recreation Committee Chairperson, stated that Santa Claus will be riding around the Borough with the Fire Department on Saturday December 23<sup>rd</sup> between 10:00 AM and 12:00 PM, and the Fire House is hosting photos with Santa Claus between 1:00 PM and 4:00 PM.

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.**

**NEW BUSINESS:**

**BOROUGH OF ENGLISHTOWN  
RESOLUTION NO. 2023-145**

**AWARD PROFESSIONAL SERVICES CONTRACT TO COLLIERS ENGINEERING  
AND DESIGN SERVICES FOR NEW WATER WELL SUPPLY**

**WHEREAS**, there exists a need for professional planning and engineering services for a new water well supply in the Borough of Englishtown, in the County of Monmouth, State of New Jersey; and

**WHEREAS**, the proposal received from Collier Engineering & Design is responsive; and

**WHEREAS**, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services” pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Borough Council has reviewed the Borough Engineer’s recommendations; and

**WHEREAS**, the maximum amount of the contract is \$267,000.00 and funds are available as evidenced by the Chief Financial Officer’s Certification.

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

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement for the professional planning services for Design and Engineering Services for a New Water Well Supply with Colliers Engineering & Design, 101 Crawfords Corner Road Suite 3400 Holmdel, NJ 07733.
2. This Contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the contract is for service performed by persons authorized by law to practice a recognized profession that is required by law.
3. The Municipal Clerk shall cause to be printed once, in the Asbury Park Press, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

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

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-146**

**AWARD PROFESSIONAL SERVICES CONTRACT TO COLLIERS ENGINEERING  
 AND DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR  
 HARRISON AVE ROADWAY IMPROVEMENTS**

**WHEREAS**, there exists a need for professional design and construction administration services for Harrison Avenue roadway improvements in the Borough of Englishtown, in the County of Monmouth, State of New Jersey; and

**WHEREAS**, the proposal received from Collier Engineering & Design is responsive; and

**WHEREAS**, a contract for this professional service may be awarded without public advertising for bids as the contract is for “Professional Services” pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

**WHEREAS**, the Borough Council has reviewed the Borough Engineer’s recommendations; and

**WHEREAS**, the maximum amount of the contract is \$43,750.00 and funds are available as evidenced by the Chief Financial Officer’s Certification.

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

1. The Mayor and Municipal Clerk are hereby authorized and directed to execute the attached Agreement for the professional planning services for Design and Engineering Services for a design and construction administration services for Harrison Avenue roadway improvements with Colliers Engineering & Design, 101 Crawfords Corner Road Suite 3400 Holmdel, NJ 07733.

2. This Contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5 (1)(a) of the Local Public Contracts Law because the contract is for service performed by persons authorized by law to practice a recognized profession that is required by law.
3. The Municipal Clerk shall cause to be printed once, in the Asbury Park Press, a brief notice stating the nature, duration, service and amount of this contract, and that the resolution and contract are on file and available for public inspection in the office of the Municipal Clerk.

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

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-147**

**RESOLUTION REGRETFULLY ACCEPTING THE  
 RESIGNATION OF LAURIE FINGER**

**WHEREAS**, Laurie Finger was appointed as Borough Deputy Chief Financial Officer for the Borough of Englishtown on July 1, 2020; and

**WHEREAS**, Laurie Finger has served in this position showing exceptional work ethics and knowledge of statutory responsibilities; and

**WHEREAS**, Laurie Finger tendered her resignation to the Englishtown Borough Council on October 25, as Deputy Borough Chief Financial Officer with her last day of employment being November 15, 2023; and

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

1. The Englishtown Borough Council regretfully accepts the letter of resignation commends Laurie Finger 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 Laurie Finger.

<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. 2023-148**

**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 \$660,165.29 are hereby authorized to be paid on November 20, 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	x			
M. Lewis		x			
W. Lewis		x			
Mann	x	x			
Robilotti		x			
Mayor Reynolds	tie vote only				



**Public Portion:**

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

A group of nurses from Robert Wood Johnson New Brunswick requested the Council's support of Assembly Bill No. 4536 and Senate Bill No. S304 to establish minimum registered professional nurse staffing standards.

Kim Sabin, Tennent Ave- Ms. Sabin stated there are still ongoing issues with people speeding down Tennent Avenue during school bus pick up and drop off. She asked if it were possible to have a police officer stationed there in the afternoons as well as the mornings.

There were no further public comments made. Motion was made to close public comment by C/Francisco, seconded by C/Mann. All in favor.

**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: 8:00 P.M.

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

Council returned from Executive Session at 10:30 P.M.

**BOROUGH OF ENGLISHTOWN  
 RESOLUTION NO. 2023-149**

**RESOLUTION CENSURING MAYOR THOMAS REYNOLDS**

**WHEREAS**, Thomas Reynolds is the Mayor of the Borough of Englishtown; and  
**WHEREAS**, it is the consensus of the majority of the members of the Council that the actions and conduct of Thomas Reynolds, Mayor of the Borough of Englishtown, has violated section 1.14 of the Borough of Englishtown’s Personnel Policy, specifically the nepotism policy.  
**NOW, THEREFORE, BE IT RESOLVED** that:

1. Mayor Thomas Reynolds is hereby censured and admonished for his actions violating the nepotism policy, and is instructed to abide by the rules as required by the Borough of Englishtown Personnel Policy.
2. That a certified copy of this Resolution be delivered to Mayor Thomas Reynolds.

<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	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 10:31 P.M.

December 18, 2023  
 Date Approved

Kerry Killeen, R.M.C.  
 Municipal Clerk