

**** AGENDA ****

January 3, 2024

6:30 P.M.

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

1. Oath of Office administered by Municipal Clerk

Daniel Francisco, Mayor	4- Year Term- Exp 12/31/2027
William Sabin, Council	3- Year Term- Exp. 12/31/2026
Louis Sarti, Council	3- Year Term- Exp. 12/31/2026
Jonathan Cohen, Esq., Borough Attorney	1- Year Term- Exp. 12/31/2024

2. Meeting Called to Order
3. Roll Call
4. Statement of Compliance with Sunshine Law
5. Moment of Silence and Salute to the Flag.
6. Open Public Portion/Limited to Agenda Items Only
Limited to Three (3) 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. Nomination of Council President
8. Nomination of Police Commissioner and Police Commission
9. Mayor's Appointments: Unified Planning/Zoning Board

Class I Official	Daniel Francisco	1 Year Term- Exp. 12/31/2024
Class II Official	Kim Sabin	1 Year Term- Exp. 12/31/2024
Class IV	Alex Reque	4 Year Term- Exp. 12/31/2027
Class IV	Brendan Sharkey	4 Year Term- Exp. 12/31/2027
Alternate 1	Jose Monroig	2 Year Term- Exp. 12/31/2025
Alternate 2	Sean Atterbury	2 Year Term- Exp. 12/31/2024 (unexpired term)

10. Municipal & Professional Appointments – Individual Roll Call

<u>Resolution 2024-001</u>	Municipal Appointments
<u>Resolution 2024-002</u>	Appointment of Borough Engineer
<u>Resolution 2024-003</u>	Appointment of Borough Attorney
<u>Resolution 2025-004</u>	Appointment of Bond Counsel
<u>Resolution 2024-005</u>	Appointment of Borough Auditor
<u>Resolution 2024-006</u>	Appointment of Prosecutor
<u>Resolution 2024-007</u>	Appointment of Public Defender
<u>Resolution 2024-008</u>	Appointment of Class III Member - UPZB

11. Reorganization Business – Individual Roll Call

<u>Resolution 2024-009</u>	2024 Temporary Operating Budget
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12. Reorganization Business – Consent Agenda

All items listed under agenda item number 11 are considered to be routine by the Borough Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

Resolution 2024-010	Acknowledgement of Inter-local Agreement with The Board of Fire Commissioners of Fire District No. 1 for the Provision of Uniform Fire Code Enforcement Services for 2024.
Resolution 2024-011	Authorizing Identity Theft Policy for CY2024
Resolution 2024-012	Support & Participation in the Volunteer Tuition Credit Program
Resolution 2024-013	Authorizing Personnel Policy for Calendar Year 2024
Resolution 2024-014	Appointment of Cross-Acceptance Rep & Alternate
Resolution 2024-015	Appointment of CD Citizens Representative
Resolution 2024-016	Appointment of Local Compliance Officer and Affirmative Action Officer
Resolution 2024-017	Appointment of Borough Historian
Resolution 2024-018	Designating Meeting Dates
Resolution 2024-019	Designating Official Newspapers
Resolution 2024-020	Establishing Official Rules of Conduct
Resolution 2024-021	Establishing Council Salaries Rules
Resolution 2024-022	Authorizing 2023 Employee Holiday Schedule
Resolution 2024-023	Designating Depositories

Resolution 2024-024	Prompt Payment of Taxes and Interest Rates
Resolution 2024-025	Authority to Borough CFO to Prepay Selective Bills
Resolution 2024-026	Authorizing to Maintain Petty Cash Funds
Resolution 2024-027	Authorizing 2023 Organizational Chart
Resolution 2024-028	Establishing Investment Policy
Resolution 2024-029	Resolution to Cancel Small Tax Balances
Resolution 2024-030	Resolution to Cancel Small Water/Sewer Balances

13. New Business

- A. Resolution No. 2024-031
Resolution in Memory of Christopher Matlosz and Naming January 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in His Honor.
- B. Resolution No. 2024-032
Appointing SEC Continuing Disclosure Agent Phoenix Advisors, LLC of Bordentown NJ for the Filing of Necessary Disclosure Documents in Accordance with the Security Exchange Commission (SEC).
- C. Resolution No. 2024-033
Adopting Part-Time Salary Guide

14. Public Portion

Limited to Three (3) 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.

15. Adjournment

BOROUGH OF ENGLISHTOWN

**** MINUTES ****

January 3, 2024

6:30 P.M

REORGANIZATION MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF ENGLISHTOWN

15 Main Street, Englishtown, New Jersey 07726.

Oath of Office:

Administered to the following officials by Municipal Clerk.

Daniel Francisco, Mayor	4-Year Term Expires 12/31/2027
William Sabin, Council	3-Year Term Expires 12/31/2026
Louis Sarti, Council	3-Year Term - Exp. 12/31/2026
Jonathan Cohen, Esq., Borough Attorney	1-Year Term - Exp. 12/31/2024

Meeting Called to Order and Roll Call:

The meeting was called to order by Mayor Francisco at 6:45 P.M.

Roll Call Present: C.Krawiec, C/M. Lewis, C/W. Lewis, C/Sabin, C/Sarti

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.

Salute to the Flag - Led by Mayor Francisco.

Public Comment on Agenda Items Only

Mayor Francisco opened public comment, hearing none he closed public comment.

Nominations for Council President:

Mayor Francisco requested nominations for Council President at which time William Lewis was nominated by C/Sabin and seconded by C/Sarti.

There being no further nominations were made, on the motion for William Lewis as Council President for the year 2024:

Roll Call: Ayes: C/Krawiec, C/M. Lewis, C/W. Lewis, C/Sabin, C/Sarti
 Nays: None
 Abstain: None
 Absent: None

Nominations for Police Commissioner:

Mayor Francisco requested nominations for Police Commissioner at which time Louis Sarti was nominated by C/W. Lewis and seconded by C/Sabin.

There being no further nominations were made, on the motion for Louis Sarti as Police Commissioner for the year 2024:

Roll Call: Ayes: C/Krawiec, C/M. Lewis, C/W. Lewis, C/Sabin, C/Sarti
 Nays: None
 Abstain: None
 Absent: None

Mayor’s Appointments: Unified Planning/Zoning Board

Class I Official	Daniel Francisco	1 Year Term- Exp. 12/31/2024
Class II Official	Kim Sabin	1 Year Term- Exp. 12/31/2024
Class IV	Alex Reque	4 Year Term- Exp. 12/31/2027
Class IV	Brenden Sharkey	4 Year Term- Exp. 12/31/2027
Alternate 1	Richard Benedict	2 Year Term- Exp. 12/31/2025
Alternate 2	Sean Atterbury	2 Year Term- Exp. 12/31/2024 (unexpired term)

Municipal and Professional Appointments

Mayor Francisco requested a motion to adopt resolutions 2024-001 through 2024-008. Motion was made by C/W. Lewis and seconded by C/Sabin.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-001**

MUNICIPAL APPOINTMENTS

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following appointments are hereby confirmed for the year 2024:

Official Assessment Search Officer	Vacant
ADA Coordinator	Kerry Killeen
Chief Financial Officer	Jeffrey Elsasser
Deputy Chief Financial Officer	Vacant
Municipal Clerk	Kerry Killeen
Registrar	Kerry Killeen
Deputy Municipal Clerk	Vacant
Deputy Registrar	Jodi Ryzoff
Municipal Magistrate	James. M. Newman
Municipal Court Administrator	Lisa Langlois
Deputy Court Administrator Water/Sewer Clerk	Vacant Violetta Grzanko
Tax Assessor - <i>tenured</i>	Mark Fitzpatrick
Tax Collector	Consetta Ellison
Planning Board Secretary	Kerry Killeen
Municipal Housing Liaison	Vacant
Finance Clerk	Jodi Ryzoff
Water/Sewer Superintendent	Shared Service
Borough Physician	Dr. Kenneth Faistl
F/T Public Works Employee	Michael Reynolds

P/T Public Works Employee	Edward Walker
Clean Communities Representative	Tom Herits
Shade Tree Commission Secretary	Vacant
Housing Inspector	John Marini
Asst. Code Enforcement Officer	John Marini
Zoning Officer	John Marini
Emergency Mgmt. Coordinator	Peter Cooke, Jr.
Special Law Enforcement Class II Officer	Vacant
Special Law Enforcement Class II Officer	Vacant
Special Law Enforcement Class II Officer	Vacant

BE IT FURTHER RESOLVED that said appointments shall be in accordance with any existing laws or policies regulating said office.

BE IT FURTHER RESOLVED that the salary for each employee shall be at the rate as set forth by the salary Ordinance as adopted by the Governing Body.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-002**

APPOINTMENT OF BOROUGH ENGINEER

WHEREAS, the Mayor and Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Engineer to perform Engineering Services as may be required by Council; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq) requires that the Resolution authorizing the appointment of an Engineer, for "Professional Service" without competitive bids must be publicly advertised;

WHEREAS, by the Mayor and Council of the Borough of Englishtown as follows:

1. Thomas Herits, P.E., P.P. firm of Maser Consulting be appointed as the Borough Engineer for the Borough of Englishtown for a term of one year terminating December 31, 2024, subject to contract approval.

2. The said party appointed above during the term of their appointment shall provide such Engineering Services as may be required by the Borough Council under and pursuant to law and shall submit vouchers for payment in a timely manner as well as project outlines, cost estimates and any other relevant material prior to submitting a work proposal to Borough Council. The salary is based on service per fee schedule and is not to exceed \$100,000.00
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-003**

APPOINTMENT OF BOROUGH ATTORNEY

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Attorney to advise the Council of legal matters; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of an Attorney for "Professional Services" without competitive bids must be publicly advertised:

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

1. Jonathan F. Cohen, Esq. be appointed as the Borough Attorney for the term of one year terminating December 31, 2024, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary is \$170.00 per hour and is not to exceed \$75,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-004**

APPOINTMENT OF BOND COUNSEL

WHEREAS, The Council of The Borough of Englishtown is knowledgeable that there is a need for the appointment of a Bond Counsel to advise the council of legal matter; and

WHEREAS, the Local Public Contract (N.J.S.A. 40:11-1-et Seq.) requires that the Resolution authorizing the appointment of a Bond Counsel for "Professional Services" without competitive bids must be publicly advertised;

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of Englishtown as follows:

1. John Cantalupo, Esq. of the firm Archer & Greiner be appointed as the Borough Bond Counsel for the term of one year terminating December 31, 2024, subject to contract approval.
2. The said party appointed above during the term of their appointment shall provide such legal services as may be approved by the Borough Council under and pursuant to law. Salary varies based on service per fee schedule and is not to exceed \$10,000.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-005**

APPOINTMENT OF BOROUGH AUDITOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of an Auditor to advise the Council of financial matters; and

WHEREAS, The Local Public Contract Law (N.J.S.A. 40:11-1-Et Seq.) requires that the Resolution authorizing the appointment of an Auditor, for "Professional Service" without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Englishtown as follows:

1. Robert W. Allison, C.P.A., R.M.A., of the firm Holman Frenia Allison, P.C. be appointed as Borough Auditor for the Borough of Englishtown for a term of one year terminating December 31, 2024, subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such financial services as may be approved by the Borough Council under and pursuant to law. Salary varies based on service per fee schedule and is not exceed to \$47,500.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-006**

APPOINTMENT OF PROSECUTOR

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Prosecutor for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Prosecutor for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Richard Kelly, is appointed Prosecutor for the Municipal Court of the Borough of Englishtown for a term of one (1) year terminating December 31, 2024 subject to contract approval.
2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$350.00 per session and not to exceed \$10,500.00.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspapers of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-007**

APPOINTMENT OF PUBLIC DEFENDER

WHEREAS, the Council of the Borough of Englishtown is knowledgeable that there is a need for the appointment of a Public Defender for the Municipal Court; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40:11-1-et seq.) requires that the Resolution authorizing the appointment of a Public Defender for "Professional Services" without competitive bids must be publicly advertised:

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown as follows:

1. Greg S. Gargulinski, Esq. of the firm Rudnick, Addonizio, Pappa & Casazza is appointed Public Defender for the Municipal Court of the Borough of Englishtown for

a term of one (1) year terminating December 31, 2024, subject to contract approval.

2. The said party be appointed above during the term of their appointment shall provide such legal services as may be required by the Borough Council under and pursuant to law. Salary is \$300.00 per court session, and not to exceed \$9,500.
3. The Borough Clerk shall cause notice of the passage of this Resolution of Appointment to be published in the official newspaper of the Borough of Englishtown in accordance with the Local Public Contracts Law.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-008**

**APPOINTMENT OF CLASS III MEMBER OF THE
BOROUGH OF ENGLISHTOWN UNIFIED PLANNING/ZONING BOARD**

WHEREAS, N.J.S.A. 40: 55d-23 allows the Governing Body to appoint one of its members to the Unified Planning/Zoning Board; and

WHEREAS, the Borough of Englishtown Unified Planning/Zoning Board has a vacancy in the Class III seat; and

WHEREAS, it is the wishes of the Governing Body to fill said vacancy; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that William Sabin be appointed a Class III member of the Borough of Englishtown Unified Planning/Zoning Board for a term of one (1) year ending December 31, 2024.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be given to the Borough of Englishtown Unified Planning/Zoning Board Secretary and Councilman William Sabin.

2024 Temporary Operating Budget

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-012**

ADOPTION OF TEMPORARY BUDGET FOR 2024

WHEREAS, N.J.S.A. 40A:4-19 provides for the making of temporary appropriations for the period January 1, 2024 to the date of the adoption of the 2024 Municipal Budget, and

WHEREAS, the Borough Council of the Borough of Englishtown, in the County of Monmouth, State of New Jersey, desires to provide an orderly method to meet claims during the period prior to the adoption of the 2024 Municipal Budget; and,

WHEREAS, the total appropriations in the 2023 budget, exclusive of any appropriations made for Debt Service, Capital Improvement and Public Assistance, is the sum of \$2,471,102.60, total appropriations for the 2023 Water Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$444,250.00, and total appropriations for the 2023 Sewer Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$590,800.00, and total appropriations for the 2023 Solid Waste Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$281,970.00

WHEREAS, 26.25% of the total appropriations in the 2023 budget exclusive of Debt Service, Capital Improvement Fund, and Public Assistance in said budget is the sum of \$648,664.43, total appropriations for the 2023 Water Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$116,615.63, total appropriations for the 2023 Sewer Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$155,085.00, and total appropriations for the 2023 Solid Waste Utility budget, exclusive of any appropriations made for Debt Service and Capital Improvement, is the sum of \$74,017.13;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown, in the County of Monmouth, State of New Jersey, that the following appropriations be made and a certified copy of this resolution be forwarded to the Chief Financial Officer/Treasurer.

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

Consent Agenda

Mayor Francisco requested a motion to adopt the Consent Agenda including Resolutions 2024-010 through 2024-030. Motion was made by C/W. Lewis and seconded by C/Kawiec.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-010**

**ACKNOWLEDGEMENT OF INTERLOCAL AGREEMENT
 WITH THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO. 1**

FOR THE PROVISION OF UNIFORM FIRE CODE ENFORCEMENT SERVICES FOR 2024

WHEREAS, on March 28, 2012 a Shared Service Agreement was signed between the Borough of Englishtown and Fire District No. 1 Borough of Englishtown regarding the administration services for the Bureau of Fire Prevention within the Borough of Englishtown.

NOW, THEREFORE BE IT RESOLVED, the Mayor and Governing Body of the Borough of Englishtown hereby acknowledge the Shared Service Agreement with the Board of Fire Commissioners of Fire District No. 1, for the administration services of the Bureau of Fire Prevention for 2024 as set forth in the executed agreement.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-011**

RESOLUTION ADOPTING AN IDENTITY THEFT POLICY

WHEREAS, The Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft protection to be promulgated; and

WHEREAS, those rules were to be effective December 31, 2010 requiring the Borough of Englishtown to implement an identity theft program and policy, and

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey have adopted an Identity Theft Policy on November 22, 2010 per Resolution No. 2010-192, determining that the policy is in the best interest of the Borough and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the Identity Theft Policy is hereby approved for the CY 2024.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-012**

**RESOLUTION FOR THE BOROUGH OF ENGLISHTOWN
TO SUPPORT AND PARTICIPATE IN THE
VOLUNTEER TUITION CREDIT PROGRAM (P.L. 1998, c.145)**

WHEREAS, the Mayor and Council of the Borough of Englishtown in the County of Monmouth, deems it appropriate to enhance the recruitment and retention of firefighters and emergency medical volunteers in the Borough of Englishtown; and

WHEREAS, the State of New Jersey has enacted P. L. 1998, c. 145 which permits municipal governments to allow their firefighting and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, State of New Jersey, County of Monmouth that the Volunteer Tuition Credit Program as set forth in P. L. 1998, c. 145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in this municipality; and

BE IT FURTHER RESOLVED, that the Municipal Clerk is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under the P. L. 1998, c. 145, a copy of which is herewith made part of this resolution.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-013**

RESOLUTION AUTHORIZING PERSONNEL POLICY

WHEREAS, The Finance and Administration Committee has submitted a Policy Manual for the Borough of Englishtown employees; and

WHEREAS, it is necessary for the governing body of the Borough of Englishtown to approve said policy for the 2024 calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Policy Manual is hereby approved as submitted, effective January 3, 2024.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-014**

**APPOINTMENT OF CROSS-ACCEPTANCE
REPRESENTATIVE AND ALTERNATE**

NOW, THEREFORE BE IT RESOLVED that the following named person is hereby appointed as Cross Acceptance representative for The Borough of Englishtown

Representative- Kerry Killeen, Municipal Clerk
Alternate- Vacant

BE IT FURTHER RESOLVED that said person shall serve in the capacities indicated effective immediately and terminating December 31, 2024;

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-015**

APPOINTMENT OF CD CITIZENS REPRESENTATIVE

WHEREAS, it is necessary to appoint a Citizen's Representative Group for continued participation in the Community Development Grant Program for fiscal year 2023 funding.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that the following named person be and is hereby appointed to the Monmouth County Community Development Grant Program for the year 2024:

CD-Representative: Kerry Killeen

Co-Representative: Thomas Herits

BE IT FURTHER RESOLVED that a certified copy of this Resolution be sent to the above named, the Borough Engineer and The Monmouth County Community Development Office.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-016**

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown that Kerry Killeen is hereby appointed as the Public Agency Compliance Officer and Affirmative Action Officer for the Borough of Englishtown for the year 2024; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the Affirmative Action Office of the State of New Jersey.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-017**

APPOINTMENT OF BOROUGH HISTORIAN

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that William Sabin is hereby appointed as the Englishtown Borough Historian for the year 2024:

BE IT FURTHER RESOLVED, that a certified true copy of this Resolution be forwarded to the Borough Historian.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-018**

RESOLUTION ESTABLISHING BOROUGH COUNCIL MEETING DATES FOR 2024

WHEREAS, Pursuant to N.J.S.A. 10:4-18 the Open Public Meetings Act requires that all public bodies, at the time of their annual organization meeting, or within 7 days thereof, shall post, mail to newspapers and give notice to certain other persons the schedule of meetings for the succeeding year.

NOW, THEREFORE, BE IT RESOLVED that this Public Body, the Borough Council of the Borough of Englishtown hereby adopts its schedule of meetings for the year 2024:

Regular meetings:

Time: 6:00 PM – Closed Session (Borough Hall, Meeting Room)
6:30 PM – Regular Meeting (Borough Hall, Meeting Room)

Place: Englishtown Borough Hall
15 Main Street
Englishtown, NJ 07726

Dates: January 24	July 24
February 28	August 28
March 27	September 25
April 24	October 23
May 22	November 25
June 26	December 16

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to post and maintain posted a copy of this Resolution in the place designated for the posting of notices, forward a copy of this Resolution to the Asbury Park Press and shall file a copy of same in her office as well as in the office of any other designated official pursuant to N.J.S.A. 10:4-18 and N.J.S.A 10:4-8 (d). and,

BE IT FURTHER RESOLVED that this Resolution and the schedule contained herein, may be amended from time to time provided that the terms of the Act are fully followed.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-019**

DESIGNATING OFFICIAL NEWSPAPERS

WHEREAS, by the Council of the Borough of Englishtown that the Asbury Park Press and the Star Ledger be designated as the official newspapers of the Borough of Englishtown; for the year 2024; and

BE IT FURTHER RESOLVED that the News Transcript also be notified of any Borough meetings or events in an attempt to inform our residents of Borough activities, though the title of the official newspaper will not apply to this weekly publication.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-020**

RESOLUTION FOR RULES OF ORDER

WHEREAS, the Borough Council serves as the Governing Body of the Borough of Englishtown; and

WHEREAS, it is the desire of the Borough Council to provide for effective and productive public meetings by conducting the large volume of Borough business within the time constraints available at public meetings and in an orderly manner; and

WHEREAS, the Borough Council welcomes public comments, and to that end, provision is made for a public comment period at each meeting; and

WHEREAS, pursuant to N.J.S.A. 10:4-12, the Borough Council is permitted to establish rules governing the public comment period.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown that the following provisions shall govern meetings of the Mayor and Council for the calendar year 2024:

Regular Meetings of the Borough Council shall be held on the fourth Wednesday of each month at Englishtown Borough Hall, unless otherwise noticed in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

The Order of Business at Meetings of the Committee shall be as follows:

1. Announcement of Meeting (Open Public Meetings Act Notice)
2. Roll Call
3. Salute to the Flag
4. Approval of Minutes
5. Committee Reports

6. Public Comment for Agenda Items Only
7. Introduction/Hearings on Ordinances
8. Consent Agenda
9. Public Comment
10. Adjournment

Matters listed on the Consent Agenda are considered to be routine and may be enacted by one motion and one roll call vote. If discussion is desired by a Council Member, the item will be removed from the Consent Agenda and considered separately. All Consent Agenda items will be reflected in full in the minutes.

The Order of Business may be suspended at the discretion of the Mayor or Council President acting as the Mayor.

BE IT FURTHER RESOLVED that the that the following public comment protocol for Meetings of the Borough of Englishtown Council is established and adopted for use at meetings of the Township Committee for the calendar year 2024, with the same incorporated by reference into the agendas for all meetings of the Borough Council for the calendar year 2024:

1. The Mayor or Council President acting as the Mayor shall act as the Chair.
2. Any persons desiring to speak on an ordinance or during the public comment period shall raise their hand and be recognized by the Chair before approaching the microphone.
3. Each speaker shall state his or her full name and address for the record before making comments.
4. As to the public comment period, each person recognized to speak may speak once for a maximum of three minutes.
5. Any speaker who exceeds the time limit shall be ruled out of order and subject to removal. Each three-minute period is personal to each speaker and may not be ceded to another person. No profanity shall be permitted, any person who uses profanity may be ruled out of order and subject to removal.
6. Questions or comments of the public should be directed to the Borough Council. If appropriate, the Chair may direct and recognize a staff employee or professional of the Borough to respond. The Chair may request that any question asked of the Borough Council or its staff or professionals which, due to its complexity or need for research or factual investigation cannot be answered immediately, be placed in writing and directed to the appropriate Borough official so that an answer may be provided as soon as possible.
7. Any aspect of this protocol may be suspended for a particular matter by vote of a majority of the Borough Council present at the meeting.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-021**

ESTABLISHING COUNCIL SALARIES RULES

WHEREAS, The Mayor and Council wishes to maintain a high level of attendance by members of the Governing Body at Council meetings; and

WHEREAS, the Mayor and Council of the Borough of Englishtown has been assigned certain responsibilities upon their swearing into office; and

WHEREAS, the Mayor and Council of the Borough of Englishtown receive certain compensation, for fulfilling their obligations.

NOW, THEREFORE, BE IT RESOLVED by the Mayor And Council of the Borough of Englishtown that any member of the Governing Body that misses two (2) meetings semi-annually without being excused by the majority of council shall have twenty-five percent (25%) of their semi-annual salary withheld; and

BE IT FURTHER RESOLVED that in the event that any such member misses one (1) additional meeting semi-annually without being excused by the majority of council they shall have an additional fifty percent (50%) of their salary withheld.

BE IT FURTHER RESOLVED as provided for under the Municipal Vacancy Law, that any member of the Governing Body failing to attend and participate in any meeting of the body for a period of eight (8) consecutive weeks, without being excused from attendance by a majority of the member body, shall subject him/her to vacancy.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-022**

**AUTHORIZING 2024 HOLIDAY SCHEDULE
FOR BOROUGH EMPLOYEES**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown that the following shall be paid holidays for the Borough of Englishtown employees for the 2024 calendar year:

January 1 st	Monday	New Year's Day
January 15 th	Monday	Martin Luther King Day
February 19 th	Monday	President's Day
March 29 th	Friday	Good Friday
May 27 th	Monday	Memorial Day

July 4 th	Thursday	Independence Day
July 5 th	Friday	Day after Independence Day (Floating)
September 2 nd	Monday	Labor Day
October 14 th	Monday	Columbus Day
November 11 th	Monday	Veteran's Day
November 28 th	Thursday	Thanksgiving Day
November 29 th	Friday	Day after Thanksgiving
December 24 th	Tuesday	Christmas Eve
December 25 th	Wednesday	Christmas Day
December 31 st	Tuesday	New Year's Eve

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-023**

DESIGNATING DEPOSITORIES

WHEREAS, under the New Jersey statutes, the Governing Body shall by Resolution designate the depository or depositories wherein all public monies and other funds of the Municipality shall be kept; and

WHEREAS, all public officials charged with the custody of such funds shall thereafter deposit such funds only in the depository or depositories approved by the State of New Jersey under the Governmental Unit Deposit Protection Act (GUDPA); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that any and all New Jersey banks that have Governmental Unit Deposit Protection Act approval are hereby approved and designated as depositories for all Borough funds, including State of New Jersey Cash Management Fund.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-024**

PROMPT PAYMENT OF TAXES AND INTEREST RATES

WHEREAS, the Mayor and Council of the Borough of Englishtown deem it desirable to encourage prompt payment of all taxes and assessments, in order to permit sound fiscal planning; and

WHEREAS, Real Estate Taxes are payable on February 1st, May 1st, August 1st and November 1st of each year, and other statements assessing said charges; and

WHEREAS, N.J.S.A. 54:67 provides for the fixing rates of interest on delinquent taxes; and

WHEREAS, N.J.S.A. 54:67 has been amended to allow for additional penalty of six percent (6%) to be collected against a delinquency in excess of ten thousand dollars (\$10,000) on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED that all taxes and assessments are and shall be due on the date stated and, if not paid by said date same shall become delinquent.

BE IT FURTHER RESOLVED, that the rate of interest to be charged for non-payment of taxes or assessments on or before the date when the same would be come delinquent is eight percent (8%) per annum provided, however, no interest shall be charged if payment is made within ten (10) days after the date upon which the same became payable, and the interest for non-payment of taxes in excess of \$1,500.00 shall be eighteen percent (18%); and, if a delinquency is in excess of ten thousand dollars (\$10,000.00) and remains in arrears beyond December 31st of the tax year an additional penalty of six percent (6%) shall be charged against the delinquency.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Collector of Taxes of the Borough of Englishtown.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-025**

RESOLUTION AUTHORIZING PRE-PAYMENT OF BILLS FOR 2024

WHEREAS, the Borough of Englishtown has budgeted funds for the payment of obligations including, utilities, payroll, debt service, governmental fees and other statutory payments, insurance, and other costs necessary to the day-to day operations of the Borough; and

WHEREAS, the payment of these items occasionally arrives out of time for placement on the next available list of bills and claims, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

WHEREAS, this issue is compounded by the provisions of P.L. 2018, c. 127, which among other things, requires the Borough to complete certain payments within 60 days of invoice; and

WHEREAS, pursuant to Local Finance Notice 2019-02, municipalities may exercise their authority based upon N.J.S.A. 40A:5-17 “to permit the chief financial officer to pay bills between governing body meetings and submit a list of bills paid to the governing body at its next meeting for inclusion in the official minutes”; and

WHEREAS, the Borough's Chief Financial Officer and Borough Attorney recommend that the Borough Council adopt a resolution providing for the pre-payment of these items, so that they may be paid in a timely manner without penalty.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that the Chief Financial Officer

be and is hereby authorized and directed to make pre-payment of the following items prior to the same appearing on the next meeting's list of bills and claims, for calendar year 2024, provided the municipality certifies to receipt of the goods or services in accordance with N.J.S.A. 40A:5-16(b) as applicable, and the Chief Financial Officer certifies to the availability of funds for each pre-payment:

1. Utilities (electric, gas, water, sewer and telephone, cellular telephone, gasoline, diesel fuel, internet providers, etc.).
2. Debt service as evidenced by pre-authorized bonds and/or notes.
3. Health, dental and other insurance premiums and/or claims.
4. Governmental fees and other statutory payments (school, county, sewage authority, state and county fees).
5. Bills pertaining to the advertising, printing and mailing costs of the Township.
6. Third party fees collected through pre-authorized credit/debit card processing.
7. Bills for construction projects that are subject to the 30-day prompt payment law (N.J.S.A. 2A:30A-1 et seq.)
8. Bills for goods and services subject to the 60-day prompt payment law (P.L. 2018, c. 127)
9. Purchase of Investments
10. Other items necessary for day to day operations of the Borough.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-026**

AUTHORIZING TO MAINTAIN PETTY CASH FUNDS

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund; and

WHEREAS, said Clerk's Petty Cash Fund was established by resolution in the amount of \$75.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Recreation Petty Cash Fund was established by resolution dated September 26, 2007 in the amount of \$500.00 by the Mayor and Council of the Borough of Englishtown; and

WHEREAS, said Petty Cash Funds received approval from the Director of Local Government Services prior to and on November 20, 2007; and

WHEREAS, it is the desire of Council that said funds be continued under the direction of the Chief Financial Officer;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Englishtown, County of Monmouth that:

1. During the year 2024, Jeffrey Elsasser, Borough CFO, be and is hereby authorized and permitted to establish a Petty Cash Fund for the Clerk's Office in the amount of \$75.00 and a Petty Cash Fund for Recreation in the amount of \$500.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Funds will be used by such offices or departments to pay claims for small miscellaneous expenses.
2. Jeffrey Elsasser, Borough CFO, having custody of the Funds be bonded in an amount not less than \$1,000,000 and will maintain said Funds in accordance with the laws and regulations governing its operation.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-027**

**AUTHORIZING 2024 ORGANIZATIONAL CHART OF
THE BOROUGH OF ENGLISHTOWN**

WHEREAS, the Borough Council has determined that there is a need for an established chain of command within the Borough's governmental organization in order to establish firm reporting lines and smooth the operations of the government:

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the attached Organizational Chart shall determine the reporting lines of supervision among the employees and affiliated contract professionals for the day-to-day operations of the Englishtown Borough government.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Municipal Clerk to each Borough Department head.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-028**

RESOLUTION ESTABLISHING INVESTMENT POLICY

BE IT RESOLVED by the Borough Council of the Borough of Englishtown, that for the year 2024, the following shall serve as the Investment Policy for the Borough of Englishtown:

**Borough of Englishtown
Investment Policy**

1. **Policy**
It is the policy of the Borough of Englishtown to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of our entity and conforming to all state and local statutes governing the investment of public funds.

2. **Scope**
This policy includes all funds governed by the Mayor and Council of the Borough of Englishtown.
3. **Prudence**
Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
4. **Objective**
The primary objective, in order of priority, shall be:
 - Legality – conformance with federal, state and other legal requirements
 - Safety – preservation of capital and protection of investment principal
 - Liquidity – maintenance of sufficient liquidity to meet operating requirements
 - Yield – attainment of market rates of returnThe portfolio should be reviewed periodically as to its effectiveness in meeting the entity’s needs for safety, liquidity, rate of return, diversification and its general performance.
5. **Delegation of Authority**
Management and administrative responsibility for the investment program is hereby delegated to the Chief Financial Officer who, under the delegation of the governing body, shall establish written procedures for the operation of the investment program.
6. **Ethics and Conflicts of Interest**
Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
7. **Authorized Financial Dealer and Institutions**
The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness.
8. **Authorized and Suitable Investments**
Investments may be made in any type of security allowed for in New Jersey Statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.
9. **Collateralization**
Funds on deposit (checking accounts, certificates of deposits, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by written agreement and held at an independent – third party institution in the name of the municipality.
10. **Safekeeping and Custody**
All security transactions, including collateral for repurchase agreements, entered into by the Borough of Englishtown, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third party custodian designated by the Chief Financial Officer and evidenced by safekeeping receipts and a written custodial agreement.
11. **Diversification**

- The entity shall diversify its investments to the best of its ability based on the type of fund invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.
12. **Maximum Maturities**
To the extent possible, the Borough of Englishtown shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Borough of Englishtown will not directly invest in securities maturing more than 2 years from the date of purchase.
Reverse funds may be invested in securities exceeding 2 years if the maturities of such investments are made to coincide as nearly practicable with the expected use of funds.
13. **Internal Control**
The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:
- Control of collusion
 - Separation of transaction authority from accounting
 - Custodial safekeeping
 - Written confirmation of telephone transactions for investment and wire transfers
14. **Performance Standards**
This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should contain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. Englishtown's benchmark shall be the New Jersey Cash Management Fund.
15. **Reporting**
The Chief Financial Officer shall prepare an investment report at least monthly. The report should be provided to the Mayor and Council and available upon request. The report should be in a format suitable for review by the general public. An annual report should be provided to the Mayor and Council.
16. **Marketing to Market**
A statement of the market value of the portfolio shall be issued to the Mayor and Council quarterly if money is being invested with an approved security broker/dealer.
17. **Investment Policy Adoption**
This investment policy shall be adopted by the Mayor and Council. This policy shall be reviewed on an annual basis by the Chief Financial Officer and any modifications made thereto must be approved by the governing body.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-029**

RESOLUTION TO CANCEL SMALL TAX BALANCES

WHEREAS, N.J.S.A. 40A:5-17.1 provides that a municipality may authorize the processing of tax refunds of less than Ten (\$10.00) Dollars and the cancellation of tax delinquencies of less than Ten (\$10.00) Dollars.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Englishtown that the Tax Collector is hereby authorized to process, without any further action on the part of the Governing Body, any property tax refund of less than (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that the Tax Collector is hereby authorized to process, without further action on the part of the Governing Body, the cancellation of any property tax delinquency of less than Ten (\$10.00) Dollars; and,

BE IT FURTHER RESOLVED, that a Certified Copy of this Resolution be provided by the Municipal Clerk to the Tax Collector and the Chief Financial Officer.

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-030**

**AUTHORIZING CANCELLATION OF
WATER/SEWER BALANCES OF LESS THAN \$2.99**

WHEREAS, it is necessary during the year for the Tax Collector and Chief Financial Officer to cancel miniscule balance amounts, refunds and interest charges of less than \$2.99; and

WHEREAS, the Tax Collector and Chief Financial Officer have advised that it would be appropriate for the Borough Council to authorize the cancellation of said water and sewer accounts with a balance of less than \$2.99; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, that the Tax Collector and Chief Financial Officer are hereby authorized to process the cancellations of water and sewer balances of less than \$2.99.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Collector of Taxes and Chief Financial Officer of the Borough of Englishtown.

NEW BUSINESS:

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-031**

**RESOLUTION IN MEMORY OF CHRISTOPHER MATLOSZ
 AND NAMING JANUARY 14TH
 “CHRISTOPHER MATLOSZ REMEMBRANCE DAY”
 IN THE BOROUGH OF ENGLISHTOWN IN HIS HONOR**

WHEREAS, the Governing Body of the Borough of Englishtown wishes to record its deep sorrow over the senseless and tragic passing of former Englishtown Police Officer Christopher Matlosz; and

WHEREAS, Christopher Matlosz was employed as a full-time police officer for the Borough of Englishtown in October 2004 prior to becoming a Lakewood Police Officer in 2006; and

WHEREAS, on January 14, 2011 Officer Christopher Matlosz’s life tragically ended while in the line of duty; and

WHEREAS, Christopher Matlosz’s service to the Borough of Englishtown was given with such dedication and devotion that he has earned the respect, admiration and friendship of all the citizens of our community that had the pleasure to know him.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, that in recognition of Christopher Matlosz, we hereby express our deep appreciation to his service to this community and extend his fiancé & family our sincere sympathy upon his passing and hereby name January 14th “Christopher Matlosz Remembrance Day” in the Borough of Englishtown in his honor.

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-032**

APPOINTING SEC CONTINUING DISCLOSURE AGENT

WHEREAS, the governing body of the Borough of Englishtown on June 24, 2015 adopted Resolution #2015-106 entering into continuing disclosure agreement(s) in connection with certain of its prior bond and/or note issuance(s), agreeing to file certain financial information and operating data and/or certain enumerated event notices with the former nationally recognized

municipal securities information repositories or the Municipal Securities Rulemaking Board pursuant to the provisions of Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the “Rule”); and

WHEREAS, the governing body appointed Phoenix Advisors, LLC of Bordentown, NJ, a third-party disclosure-dissemination agent on June 24, 2015 and has continued to provide this service for the Borough; and

WHEREAS, it is in the best interest of the Borough of Englishtown to enter into an Agreement appointing Phoenix Advisors, LLC as the Independent Registered Municipal Advisor (IRMA) to file the necessary disclosure documents in accordance with the Security Exchange Commission (SEC) regulations for the year 2024;

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Englishtown, County of Monmouth, State of New Jersey, that Phoenix Advisors, LLC is hereby appointed again, as the Borough’s Independent Registered Municipal Advisor (IRMA) for the year 2024.

THEREFORE BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Boroughs Chief Financial Officer, and Phoenix Advisors, LLC.

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-033**

**APPROVING SALARY GUIDE FOR PART-TIME, HOURLY BOROUGH
 EMPLOYEES**

WHEREAS, the Borough Council of the Borough of Englishtown wishes to be equitable in setting hourly wages for the part-time employees of the Borough:

NOW, THEREFORE, BE IT RESOLVED, that the attached salary guide be and is hereby approved and is to be utilized in setting part-time employee salaries in the Borough of Englishtown.

PART-TIME HOURLY SALARY GUIDE AS OF JANUARY 1, 2023

Step 1 Entry Level No Experience	\$15.13 per hour (Minimum Wage January 1, 2023)
Step 2	\$15.50 per hour
Step 3	\$16.00 per hour
Step 4	\$17.00 per hour
Step 5	\$18.00 per hour
Step 6	\$19.00 per hour
Step 7	\$20.00 per hour
Step 8	\$21.00 per hour
Step 9	\$22.00 per hour
Step 10	\$23.00 per hour
Step 11	\$24.00 per hour
Step 12	\$25.00 per hour
Step 13	\$26.00 per hour
Step 14	\$27.00 per hour
Step 15	\$28.00 per hour

Placement on each step is based upon the individual's job related experience, The Guide will adjust annually based on the State of NJ minimum wage.

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

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2024-034**

**CENTRAL JERSEY HEALTH INSURANCE FUND
RESOLUTION RENEW**

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the CENTRAL JERSEY HEALTH INSURANCE FUND, hereafter referred to as "the FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint health insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such the FUND;

WHEREAS, the governing body of Englishtown Borough, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Renew membership with the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
 - a.) Health Insurance and/or Dental Insurance and/or Prescription Coverage as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.

- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

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

Borough Attorney Jonathan Cohen gave a brief overview of the Rice Notice procedure and the background for Resolution 2024-135.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-135**

**RESOLUTION ABOLISHING THE POSITION OF MUNICIPAL CODE
 ENFORCEMENT OFFICER**

WHEREAS, the Borough of Englishtown has delegated to the State of New Jersey, Department of Community Affairs, statutory code enforcement duties with respect to the Uniform Construction Code;

WHEREAS, Section 1-14 of the Borough’s Code provides that the Borough may use its own Code Enforcement Officer or the Police Department to enforce the Municipal Code;

WHEREAS, the Borough currently has in its table of organization a Municipal Code Enforcement Officer to carry out the duties of Section 1-14;

WHEREAS, the Council has determined for reasons of economy and efficiency that title is unnecessary and that the duties can be handled by the Police Department;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the position of Municipal Code Enforcement Officer is eliminated effective immediately and the duties shall be performed by the Police Department as provided by Section 1-14.

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

Sarti				x		
Mayor Francisco	tie vote only					

Public Portion:

Mayor Francisco opened public comment.

Police Chief Peter Cooke- Chief Cooke stated that Code Enforcement should remain separate from the Police Department, and that the Police Department should only be enforcing safety related issues.

Ken Marr- Mr. Marr stated that he has been the Borough’s Code Enforcement Officer for two years, and asked if the abolishment of the Code Enforcement position had anything to do with his job performance.

Hearing no further comments, Mayor Francisco closed public comment.

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 9:01 P.M.

February 28, 2024
 Date Approved

Kerry Killeen, R.M.C.
 Municipal Clerk