

Borough of Englishtown

****REGULAR MEETING****

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

March 27, 2024

6:00 PM Executive Session 6:30 PM Public Session

ANNOUNCEMENT OF MEETING (OPEN PUBLIC MEETINGS ACT NOTICE)

I hereby announce that pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided in the notice which was sent to the Asbury Park Press, and posted on the bulletin board in Borough Hall and filed in the Borough Clerk's Office on January 12, 2024.

Executive Session: Attorney Client Privilege Matter
Contract Negotiations

Regular Meeting:

1. Meeting Called to Order and Roll Call
2. Statement of Compliance with Sunshine Law
3. Salute to the Flag
4. Councilmember Committee Reports
5. Correspondence
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. Old Business
 - Ordinance 2024-01 PUBLIC HEARING AND ADOPTION
Ordinance Amending Section 154-4 of the Borough Code Regarding Computation of Service Charge
 - Resolution 2024-051 ***Tabled at February 28, 2024 Meeting***
Authorizing the Mayor to Sign a Contract with Verizon Wireless for Global Positioning System Fleet Management

- Resolution 2024-066 ***Tabled at the March 5, 2024 Special Meeting***
Authorizing the Mayor to Sign a Contract with Visual Computer Solutions Inc.

8. Consent Agenda

- Resolution 2024-067
Authorizing Refund of Tax Sale Certificate Block 5, Lot 3
- Resolution 2024-068
Adoption of Temporary Budget for 2024
- Resolution 2024-069
Certification of Compliance with the United States Equal Employment Opportunity Commission
- Resolution 2024-070
Payment of Borough Bills

9. Tax Collectors Report 2023
Tax Collectors Report January 2024

10. Public Portion – Non-Agenda Items
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.

11. Adjournment

**** NEXT COUNCIL WORKSHOP MEETING APRIL 11, 2024 AT 6:30 PM ****

BOROUGH OF ENGLISHTOWN

**** MINUTES ****

March 27, 2024

6:30 P.M

**REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
ENGLISHTOWN**

15 Main Street, Englishtown, New Jersey 07726.

Meeting Called to Order and Roll Call:

The meeting was called to order by Mayor Francisco at 6:40 P.M.

Roll Call Present: C/Jewusiak, C/M. Lewis, C/W. Lewis, C/Reque 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 Francisco 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

Councilmember Committee Reports:

Councilman Reque – Public Utilities –

- Had a meeting with Tim Keune to discuss ongoing projects with the water plant.

Councilman Jewusiak- Public Buildings and Grounds –

- Met with Manalapan DPW to discuss plans for the spring. Some of the projects include clearing the walking path around the Lake, cleaning up the park, as well as lining the soccer fields and placing new soccer goals.

Councilman Sarti – Public Safety–

- PBA contract negotiations are ongoing.
- Police Chief Cooke read the February police activity report.

Councilman Lewis – Administration, Finance, Personnel and Technology –

- An updated Borough Website is currently being constructed to provide better information/resources to residents.

Councilman Sabin – Public Events, Code Enforcement, Public Health, Welfare –

- The Easter Egg Hunt was a success, and the Recreation Committee has confirmed they will be holding a Memorial Day Parade in conjunction with the American Legion in Manalapan. More updates to come.

Councilwoman Lewis – Legislative, Insurance and Licenses –

- Update is for executive session

Public Comment on Agenda Items Only

Mayor Francisco requested a motion to open public comment. Motion was made by C/M. Lewis and seconded by C/W. Lewis. All in favor.

Brenden Sharkey, English Club Drive- Mr. Sharkey asked if the Borough was introducing the budget tonight. Mr. Elsasser, the Borough CFO, explained that the budget Resolution on tonight's meeting was just to approve a temporary budget. The 2024 budget will be introduced in April.

Hearing no further comments Mayor Francisco requested a motion to close public comment. Motion was made by C/W. Lewis and seconded by C/Jewusiak.

OLD BUSINESS:

BOROUGH OF ENGLISHTOWN

ORDINANCE NO. 2024-01

**ORDINANCE AMENDING SECTION 154-4 OF THE BOROUGH CODE REGARDING
COMPUTATION OF SERVICE CHARGE**

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

1. Section 154-4 of the Borough Code shall be modified as follows:

The solid waste service charge for residential properties served, unless and until nonresidential properties are served, shall be computed annually by dividing the approved annual budget of the Solid Waste Utility by the number of residential units to which the service will be made available by the Borough. The annual service fee for solid waste collection shall be set each year by Resolution \$360 per annum per residential unit. ~~Said service fee shall begin on April 1st of the initial year of 2022 and shall be prorated for said year to \$270.~~

2. This Ordinance supersedes and replaces any prior inconsistent practice or

ordinance and takes effect immediately after final passage and publication in the manner provided by law.

Motion to open public hearing on Ordinance 2024-01 was made by C/W. Lewis and seconded by C/Reque. All in favor. Hearing no public comments, motion was made by C/W. Lewis to close public hearing and seconded by C/Jewusiak. All in favor.

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-051**

**AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH VERIZON WIRELESS
 FOR GLOBAL POSITIONING SYSTEM FLEET MANAGEMENT**

WHEREAS, the Borough of Englishtown desires to ensure the highest safety standards with respect to its municipal vehicles; and

WHEREAS, the Borough possesses a fleet of 7 police vehicles and 3 Department of Public Works vehicles; and

WHEREAS, after procuring competitive quotes the Borough has determined that the Reveal GPS Fleet Management system by Verizon Wireless is the best option for the Borough's vehicle.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that it hereby authorizes the Mayor to execute a contract with Verizon Wireless for installation and maintenance of the Reveal GPS Fleet Management System.

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION No. 2024-066**

**AUTHORIZING THE MAYOR TO EXECUTE CONTRACT WITH VISUAL
 COMPUTER SOLUTIONS INC.**

WHEREAS, the Borough of Englishtown has a need for the timekeeping and Jobs4Blue and related software programs offered by Visual Computer Solutions Inc. (“VCS”); and

WHEREAS, the Council has determined that it wishes to purchase from VCS its AION-Essentials, Jobs4Blue, Kiosk Leasing and POSS-Essential products at the negotiated price of \$2,431.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Englishtown in the County of Monmouth, State of New Jersey that it hereby authorizes the Mayor to execute the contract with VCS as set forth herein.

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

CONSENT AGENDA:

Motion was made by C/M. Lewis to adopt the Consent Agenda, motion was seconded by C/W. Lewis.

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-067**

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 CHRISTIANA T C/F CE1/FIRSTTRUST:

Tax Sale Certificate No. 23-00002
 Block 5, Lot 3
 71 Main Street
 in the amount of \$1,754.18
 premium of \$1,000.00
 total of **\$2,754.18**

WHEREAS, the above-mentioned certificate has been redeemed by the tax collector and the lienholder is to obtain said total refund amount of \$2,754.18.

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 \$2,754.18 to CHRISTIANA T C/F CE1/FIRSTTRUST PO Box 5021 Philadelphia, PA 19111-5021:

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

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-068**

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
Jewusiak		x			
M. Lewis	x	x			
W. Lewis		x			
Reque		x			
Sabin		x			
Sarti		x			
Mayor Francisco	tie vote only				

BOROUGH OF ENGLISHTOWN

RESOLUTION NO. 2024-069

GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964”

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the Governing Body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” as amended, 42 U.S.C. § 2000e et seq., (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the Borough Council have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the Governing Body attached hereto.

NOW, THEREFORE BE IT RESOLVED, that the Borough Council of the Borough of Englishtown, County of Monmouth, State of New Jersey, hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Chief Financial Officer.

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

**BOROUGH OF ENGLISHTOWN
 RESOLUTION NO. 2024-070**

**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 \$893,748.13 are hereby authorized to be paid on March 27, 2024.
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>
Jewusiak		x			

M. Lewis	x		x			
W. Lewis		x	x			
Reque			x			
Sabin			x			
Sarti			x			
Mayor Francisco	tie vote only					

Public Portion:

Mayor Francisco requested a motion to open public comment. Motion was made by C/M. Lewis, and seconded by C/W. Lewis, all in favor.

Tom Reynolds, Tennent Ave- Mr. Reynolds asked if the Council had appointed a company to clean Borough Hall.

Brenden Sharkey, English Club Drive- Mr. Sharkey inquired if the Council knew when the Cannabis Dispensaries would be opening.

Hearing no further comments, Mayor Francisco requested a motion to close public comment. Motion was made by C/W. Lewis, and seconded by C/Sarti, all in favor.

Executive Session:

Motion was made by C/Reque to enter into Executive Session to discuss attorney/client privilege information, as well as contract negotiations. This motion was seconded by C/W. Lewis.

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

Executive Session began at 6:50 PM, and the Mayor and Council returned from Executive Session at 9:10 PM.

Adjournment:

There being no further business a motion to adjourn was offered by C/M. Lewis seconded by C/W. Lewis. All in favor. The time being 9:13 P.M.

May 9, 2024

 Date Approved

Kerry Killeen, R.M.C.

 Municipal Clerk