

Agenda
October 28, 2020
6:30 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: Executive Order No. 190 Water and Sewer

 Street Stripping, Municipal Street

 Sign Replacement

 Municipal Parking Lot

 Municipal Impound Lot

 Towing Ordinance
3. Yard Sale Follow-up
4. Adjournment

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. Police Awards – Chief Peter Cooke
5. Approval of Minutes: September 28, 2020
 Executive: September 28, 2020
6. Committee Reports
7. Correspondence
8. Open Public Portion/Limited to Agenda Items Only
 Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.

8. Old Business

RESOLUTION NO. 2020-113 TABLED FROM SEPTEMBER 23, 2020 MEETING. PERSON TO PERSON PLACE TO PLACE TRANSFER OF RETAIL CONSUMPTION LIQUOR LICENSE

9. New Business

- A. Resolution No. 2020-116
Authorization of Services Over \$2625 Sigismondi Greenhouses III
- B. Resolution No. 2020-117
Resolution of Purchases Over \$2625 Allied Meter Service, Inc.
- C. Resolution No. 2020-118
Resolution Authorizing Refund of Planning Board Application Fee.
- D. Resolution No. 2020-119
Resolution Authorizing the Borough of Englishtown to Participate in Intra-County Mutual Aid and Assistance Agreements with Participating Units in the County of Monmouth.
- E. Resolution No. 2020-120
Resolution Authorizing New Emergency Operations Plan
- F. Resolution No. 2020-121
Payment of Borough Bills
- G. Resolution No. 2020-121 Accepting Resignation of Deputy Court Administrator

10. Tax Collector's Report August, 2020

11. Public Portion

Limited to Five (5) Minutes per citizen to be determined at Borough Council's discretion. Any and all situations regarding Borough Personnel, when names are implied or mentioned, are to be brought to the full attention of the Council through an appointment and subsequent disclosure through the Personnel Committee.

12. Executive Session

13. Adjournment

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Amend section 2.100.8, 2.100.18, and 2.100.24 to remove letters d, e, and g

2.93.09 has no violations and penalties section after it

2.118 needs to be amended to 21 years of age and include vaping or be repealed and a notice put in that all standards comply with state guidelines.

2.98.04.K should be updated to at least 25 dollars for investigation

Add 2.136 to allow police an code officer to enforce ALL borough ordinances in chapter 2

2.117 needs exclusion for rideshare services.

2.121

- .07 change irving place to west side

- add east side entire length no parking from tenanet to hamilton

Remove water street north and change south to both

- .15 add no turn water st eastbound at intersection of main southbound from 7a to 7p

- use .25 for adding one way street designations

- hamilton one way eastbound from main to harrison

- dey street one way westbound from 100 feet prior to main

- center st one way westbound from 100 feet prior to main

if we make an adjustment to 2.130.21 to include the verbiage that Manalapan has allowing the zoning officer or their designee to inspect at all reasonable times for violations, and to add the handicap parking standards set forth by NJ code and ADA to 2.109.10.A this would allow us to force business to meet ADA standards and if not fine them. also at the same time my recommendation is to add a compounding statement to 2.130.25 like i have seen in many other jurisdictions. please see below snippet of code from manalapan that would allow the zoning officer or designee to inspect without a permit being opened first.

§ 95-3.6 Enforcement.

The duty of administering and enforcing the provisions of this chapter is hereby conferred upon the Zoning Officer, who shall have such powers as are conferred by this chapter, and as reasonably may be implied. In no case shall a development permit be granted for a subdivision or the construction of or alteration of any building or site where the proposed construction, alteration or use thereof would be in violation of any provisions of this chapter. It shall be the duty of the Zoning Officer or his designee to cause any building, plans or premises to be inspected or examined and to order in writing the remedying of any conditions found to exist in violation of this chapter, and the Officer shall have the right to enter any buildings or premises during the daytime, or other normal business hours of the premises, in the course of performing these duties.



BOROUGH OF ENGLISHTOWN, NEW JERSEY
15 Main Street Englishtown,
New Jersey 07726

APPLICATION PERMIT TO HOLD
GARAGE / YARD SALE

Pursuant to **Borough Ordinance (Chapter __, Section __)**, a resident (defined as an owner or tenant, or a member of the owner or tenants immediate family, of a residential property who resides at said property and is at least 18 years of age) shall be permitted to conduct up to three (3) garage yard sales per calendar year at the same residential property. Residents shall apply for this permit at least five (5) business days prior to the date of garage yard sale. **Any person found guilty of violating this Ordinance shall be subject to penalties as set forth by Borough Ordinance.**

1. RESIDENT NAME: _____
2. RESIDENT ADDRESS: _____
3. RESIDENT PHONE #: _____

GARAGE/YARD DATE(S): mm/dd/yy				
GARAGE/YARD SALE: RAIN DATE(S): mm/dd/yy				

(Rain dates to be used only in the event of inclement weather (see below **[**]** for instructions)

*** Sale shall not commence earlier than 8:00 a.m. and end not later than 5:00 p.m.
on any calendar day.**

**** If your sale is cancelled due to inclement weather, it must be reported to the Municipal Clerk's Office: clerk@englishtownnj.com on the first business day following the sale to advise of cancellation.**

***** New items are prohibited from being sold.**

****** As per Township Ordinance (Chapter __, Section __), it is a VIOLATION to post signs or posters on utility poles advertising a garage/yard sale.**

PERMIT MUST BE POSTED IN FRONT OF RESIDENCE AND VISIBLE FROM STREET
NO GARAGE/YARD SALE ITEMS MAY BE LEFT ON LAWN OR IN DRIVEAWAY OVERNIGHT.

Peter Gorbatuk, Municipal Clerk

PERMIT NO. _____

DATE ISSUED: _____

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POLICE DEPARTMENT

Settled 1688

Borough of Englishtown

Established 1888

Chief of Police
Peter S. Cooke, Jr.
(732) 446-7001 ext. 230
pcooke@englishtownpolice.org



15 Main Street
Englishtown, NJ 07726-1544
Dispatch: (732) 446-7000
Fax: (732) 786-0212

Memo

To: Borough Clerk
From: Chief Cooke
CC: File
Date: Wednesday, October 21, 2020
Re: **Workshop Session**

Please discuss with the Mayor about adding the following items to the workshop session:

Street Stripping
Street Sign Replacement
Municipal Parking Lot
Municipal Impound Lot

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Memo

To: Borough Clerk
From: Chief Cooke
CC: File
Date: Wednesday, October 21, 2020
Re: **Tow Ordinance**

The attached needs to be added to the upcoming workshop session.

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Memo

To: Borough Clerk
From: Chief Cooke
CC: File
Date: Wednesday, October 21, 2020
Re: **Tow Ordinance**

When Governor Murphy signed Assembly Bill A4782 into law it did, among other things, clarify the applicability of the Predatory Towing Prevention Act to the charging of reasonable fees for certain non-consensual tows (police impounds).

The amended provisions of the Predatory Towing Prevention Act, specifically, N.J.S.A. 56:13-16(i) {attached} permit towing companies to charge any and all fees authorized by a fee schedule established by a municipality, or political subdivision, when performing a non-consensual law enforcement tow. Further, any fee charged in performing a non-consensual law enforcement tow in accordance with such duly authorized fee schedules will be presumed reasonable and not excessive.

In order for the Borough to comply with these clarifications, the Borough must have a towing ordinance that includes a comprehensive schedule of services. I have attached the New Jersey State Police schedule of services approved by the New Jersey Attorney General and implemented by the New Jersey State Police.

I have also attached a draft copy of a comprehensive Tow Ordinance that I recently completed. This draft ordinance includes the exact wording approved by the NJAG and used in the NJSP Towing Policy.

N.J.S.A. 56:13-16(i)

i. Nothing contained in any provision of the "Predatory Towing Prevention Act," P.L.2007, c.193 (C.56:13-7 et seq.) shall be construed to prevent a towing company from charging a reasonable fee for storage of a vehicle that has been subject to non-consensual towing authorized by a law enforcement officer of this State or by any political subdivision of this State. Nothing contained in any provision of the "Predatory Towing Prevention Act," P.L.2007, c.193 (C.56:13-7 et seq.) shall be construed to prevent a towing company from charging fees for non-consensual towing or related storage services in accordance with a duly-authorized fee schedule established by a municipality or other political subdivision of this State with respect to a vehicle that has been subject to non-consensual towing authorized by a law enforcement officer of this State or the political subdivision, and there shall be a rebuttable presumption that fees charged in accordance with a fee schedule are not unreasonable or excessive.

For the purposes of this subsection, non-consensual towing shall be considered to be authorized by a law enforcement officer of this State or a political subdivision if the law enforcement officer or an agent or employee of the political subdivision initiates, directs, orders, or requests the non-consensual towing of the vehicle; and a municipal fee schedule shall be considered duly authorized if it has been established by municipal ordinance or resolution or by contract between the municipality and the towing company which conforms to the requirements of the "Local Public Contracts Law," P.L. 1971, c.198 (C.40A:11-1 et seq.) and any related regulations.

MAXIMUM N.J. STATE POLICE RATES

Towers engaged in towing for the NJSP shall not charge a fee in excess of the following enumerated rates. These tariffs are annually recalculated based upon a random sampling of reasonable fees utilized by commercial and municipal towers. The NJSP has determined that the average rate per category based upon the Association's census is reasonable and is acceptable for use by each Troop.

Please regularly review these rates on our website at www.gsta.org. Changes may be made throughout the year.

ROAD SERVICE

CARS (LIGHT)	\$125.00 PER HOUR PLUS PARTS
TRUCKS (MEDIUM/ HEAVY)	\$175.00 PER HOUR PLUS PARTS

TOWING – Basic

LIGHT DUTY- up to 10,000 lbs.	HOOK-UP \$150
MEDIUM DUTY- 10,001-16,000 lbs.	\$250.00 PER HOUR
HEAVY DUTY- 16,001 and above	\$500.00 PER HOUR
DECOUPLING FEE (IF TOW IS NOT PERFORMED)	½ OF BASIC RATE

ON-HOOK MILEAGE

LIGHT DUTY	\$6.00/ PER LOADED MILES
MEDIUM DUTY	N/A
HEAVY DUTY	N/A

RECOVERY/ WINCHING (In Addition to Towing – per truck including driver)

LIGHT/ MEDIUM DUTY 10,001-16,000 lbs.	\$350.00 PER HOUR CHARGED IN ½ HOUR INCREMENTS OF \$175. PER ½ HOUR
HEAVY DUTY 16,001 and above	\$600.00 PER HOUR

SPECIALIZED RECOVERY EQUIPMENT

ROTATOR/ CRANE RECOVERY UNIT	\$1200.00 PER HOUR
TRACTOR WITH LANDOLL TRAILER OR DETACH TRAILER	\$450.00 PER HOUR
TRACTOR/ TRANSPORT HAULER ONLY	\$250.00 PER HOUR
REFRIGERATED TRAILER W/ TRACTOR	\$450.00 PER HOUR
BOX TRAILER W/ TRACTOR	\$400.00 PER HOUR
AIR CUSHION UNIT	\$1000.00 PER HOUR
LIGHT TOWER	\$250.00 PER HOUR
PALLET JACK	\$200.00 FLAT RATE
ROLLERS	\$200.00 FLAT RATE
ANY OTHER SPECIALIZED EQUIPMENT	\$250.00 PER HOUR
LOADER/ BACKHOE/ TELESCOPIC HANDLER/ BULLDOZER/ BOBCAT	\$300.00 PER HOUR EACH
FORKLIFT	\$300.00 PER HOUR
DUMP TRUCK/ DUMP TRAILER W/ TRACTOR	\$350.00 PER HOUR

ROLL-OFF WITH CONTAINER	\$350.00 PER HOUR PLUS DISPOSAL
RECOVERY SUPERVISOR VEHICLE	\$150.00 PER HOUR
SCENE SAFETY EQUIPMENT, COMMUNICATION EQUIPMENT, TRAFFIC MANAGEMENT EQUIPMENT, ETC.	\$250.00 PER HOUR EACH TYPE USED
RECOVERY SUPPORT VEHICLE/ TRAILER ADDITIONAL RECOVERY EQUIPMENT	\$350.00 PER HOUR

LABOR- ALL LABOR MIN OF 1 HOUR

ACCIDENT MINOR CLEAN-UP AND DISPOSAL OF DEBRIS	\$75.00 PER HOUR ONE HOUR MINIMUM PLUS ABSORBANT MATERIALS USED
RECOVERY SUPERVISOR AND/ OR LEVEL III RECOVERY SPECIALIST	\$225.00 PER HOUR *Charges limited to one per incident
CERTIFIED TOWING OPERATOR	\$125.00 HOUR PER MAN
MANUAL LABORERS	\$100.00 PER HOUR PER MAN

STORAGE – PER CALENDAR DAY (INSIDE RATES TWO TIMES OUTSIDE RATE)

CARS/ LIGHT TRUCKS -10' X 20' SPACE	\$45.00 PER DAY
TRUCKS (DUAL WHEELS)/ SINGLE AXLE	\$90.00 PER DAY
TRACTOR/ DUMP TRUCK/ TRACTOR AND TRAILER COMBO/ TRAILERS	\$125.00 PER UNIT PER DAY
BUSES	\$150.00 PER DAY
ROLL-OFF	\$125.00 PER DAY FOR EACH
CARGO/ACCIDENT DEBRIS/ LOAD STORAGE/ VEHICLE COMPONENTS 10' x 20' SPACE	\$45.00 PER SPACE USED PER DAY
RENTAL OF ANY TOW COMPANY SUPPLIED TRAILER POST INCIDENT	\$500.00 PER DAY

**** STORAGE BILLED PER CALENDAR DAY****

ADDITIONAL SERVICES/ NOTES

FUEL/ HAZ-MAT/ CARGO SPILLS CLEAN-UP AND DISPOSAL	TIME AND MATERIAL
HAZMAT AND TRASH RECOVERY	SURCHARGED 10%
SUBCONTRACTOR MARK-UP	10%
ADMINISTRATIVE CHARGE, ONLY AFTER 3 RD VISIT TO VEHICLE	CARS ONLY - \$50.00
ADMINISTRATION CHARGE	MEDIUM/ HEAVY TRUCK - \$200.00
AFTER HOURS RELEASE	\$75.00
NOTIFICATION DOCUMENTATION FEE	\$50.00
TARPING/ WRAPPING VEHICLE	\$90.00 PER CAR \$250.00 PER TRUCK
FUEL SURCHARGE	RESERVED FOR FUTURE NEED

NOTES: *AFTER THE FIRST HOUR, ALL HOURLY BILLABLE RATES WILL BE CHARGED IN HALF HOUR INCREMENTS.

****CHARGES FOR ALL TRUCKS/RECOVERY EQUIPMENT ARE INCLUSIVE OF THE OPERATOR. YOU MAY NOT SEPARATELY CHARGE FOR AN OPERATOR THAT DRIVES/OPERATES THE TRUCK/RECOVERY EQUIPMENT.**

**AN ORDINANCE AMENDING AND SUPPLEMENTING
THE CODE OF THE BOROUGH OF ENGLISHTOWN
ESTABLISHING CHAPTER 2.94 "TOWING"**

WHEREAS, the Mayor and Council of the Borough of Englishtown have reviewed amendments to the Predatory Towing Prevention Act, N.J.S.A. 56:13-1 et seq., regarding the charging of reasonable fees for certain non-consensual tows; and

WHEREAS, N.J.S.A. 56:13-16(i) permits towing companies to charge any and all fees authorized by a fee schedule established by a municipality when performing a non-consensual law enforcement tow, and any fee charged in performing a non-consensual law enforcement tow in accordance with such duly authorized fee schedules will be presumed reasonable and not excessive; and

WHEREAS, in order to be in compliance with N.J.S.A. 56:13-16(i) the Mayor and Council of the Borough of Englishtown deem it necessary, proper and in the public interest to amend and supplement the Code of the Borough of Englishtown by establishing Chapter 2.94 titled "TOWING".

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the Code of the Borough of Englishtown is hereby amended to establish Chapter 2.94 title "TOWING" as follows:

ARTICLE I

SECTION 2.94.1 PURPOSE

The purpose of this chapter is to establish, pursuant to the provisions of N.J.S.A. 40A:11-5(1)(u) a list of towing operators to provide towing services for the Borough of Englishtown on a rotating basis and to establish, pursuant to N.J.S.A. 40:48-2.49 regulations governing operators engaged in the removal and storage of motor vehicles that are abandoned, disabled, illegally parked or stolen, involved in accidents and/or suspected or identified by the borough as being involved in criminal activities.

SECTION 2.94.2 DEFINITIONS

The following words, terms and phrases, when used in this chapter, shall have the following meanings, except where the context clearly indicates a different meaning:

ABANDONED VEHICLE

Any motor vehicle or vessel partially dismantled or not readily capable of operation under its own power or not currently licensed or wrecked or junked. It shall also mean any vehicle whose owner has terminated the use and care of the vehicle and has either indicated by his words or actions and intent to leave it and no longer claim ownership of it or left it without making arrangements for the storage with the owner, occupant or person in control of the premises on which it is located.

ABSORBENTS

Any group of products used to soak up spills or vehicle fluids. These would include oil dry, absorbent pads, socks, booms, etc.

ADMINISTRATION CHARGES

A one-time charge Tow Operators may charge for services including but not limited to physical inspection, telephone, email and/or fax calls, copying of documentation and additional office paperwork beyond the initial towing bill.

ADMINISTRATIVE FEE

A one-time fee charged by the Borough for the return/release of all impounded vehicles.

AFTER HOURS RELEASE

Releasing vehicles after normal business hours.

AIR CUSHION RECOVERY

Use of any number of inflatable lifting apparatus (commonly referred to as air cushions and/or air bags). Used to lift, under controlled recovery movements, any objects (e.g. automobiles, trucks,

tractors, tractor and semi-trailer combinations) either on and/or off the roadway, aircraft, underwater recovery and realignment of shifted loads inside semi-trailers.

ANSI

American National Standards Institute oversees standards and conformity assessment activities in the United States.

APPLICANT

Any person who applies for a permit to engage in the activity of towing and storing motor vehicles at the direction of the borough pursuant to the provisions of this chapter.

BASE OF OPERATION

The towing operator's principal place of business where the tow vehicle is stationed when not in use.

BASIC TOWING SERVICE

Any removal and transportation of a motor vehicle from a highway, street or other public or private road or a parking area, or from a storage facility, and other services normally incident thereto, but does not include recovery of a motor vehicle from a position beyond the right-of-way or berm or from being impaled upon any other object within the right-of-way or berm.

BOROUGH

The Borough of Englishtown

BOROUGH STORAGE FACILITY

A storage area or lot owned and operated by the Borough of Englishtown.

BUSINESS LOCATION

A base of operation for the Towing Operator that is staffed during normal business hours every weekday and Saturdays, excluding holidays. The business location must be clearly marked with signs identifying the name of the Towing Operator and the hours of operation. The business

location must also be the location of the Storage Facility of all vehicles towed by the Towing Operator on any Non-Consent Tow. The Business Location must meet the location requirements set forth in 2.94.7 as applicable

CALENDAR YEAR

The period of time from January 1 through December 31 in any given year

CAR CARRIER

A tow vehicle outfitted with the following equipment:

1. Commercial manufactured chassis rated not less than 10,000 pounds GVWR or equally rated by a certified rating company.
2. One hydraulically powered winch with a pulling capacity of not less than four tons.
3. 50 feet of 3/8 cable.
4. A hydraulically operated slideback or tilt bed which is at least 19 feet in length.
5. One snatch block, four ton capacity.
6. Tie down chains.

CLEAN UP

Removal and/or disposal of any debris left on roadway or property as result of a motor vehicle crash or recovery.

COLLECTION EXPENSE

Cost of fees spent in an attempt to secure payment for services rendered.

COLLISION WRAP/TARPING

Covering exposed areas from the weather elements or unauthorized access.

CONSENT TOW

When the owner, operator or agent of the owner requests a Towing Operator services for the purpose of removing a vehicle.

CONSUMABLES

Items necessary for the proper function of a motor vehicle including but not limited to gasoline, oil, antifreeze, transmission fluid and brake fluid.

CRANE/ROTATOR

A specially manufactured vehicle that has an extendable boom that rotates to recover vehicles that need to be recovered from unusual situations.

CRUISING

The operation of an unengaged wrecker along public streets in any fashion intended likely or calculated to solicit business

DISABLED VEHICLE

A vehicle which has been abandoned, impounded or rendered inoperable as a result of mechanical failure, involvement in an accident or criminal activity. A vehicle, the location of which constitutes a hazard to the motoring public, shall be deemed disabled for the purpose of this chapter.

DISPOSABLE BAGS

Used to carry away used absorbents, car parts, glass, etc.

DOCUMENTATION FEE

Cost of photocopying, maintaining timeline, written explanations used to explain nature of crash/recovery to assist insurance company/vehicle owner understand the incident and substantiate charges.

EXTRA PERSON/LABORER

Additional manpower needed to complete a recovery, winching or towing of a vehicle. Labor charged for additional manpower shall be based on the New Jersey State Police Rates.

FUEL SURCHARGES

Applied to towing bill when cost of fuel is over the predetermined amount.

HEAVY DUTY RECOVERY VEHICLE

A heavy duty tow vehicle outfitted with a commercially manufactured lifting apparatus with a minimum capacity of 25 tons.

HEAVY DUTY TOW TRUCK

A tow vehicle outfitted with the following equipment:

1. Commercially manufactured wrecker with chassis, hydraulic in nature, with a capacity of not less than 26,001 pounds Gross Vehicle Weight Rating with under reach capabilities, and axle lift with minimum 25,000 pounds lift capability and 80,000 pounds tow capability.
2. Air brakes.
3. Air transfer system — means of controlling the air brakes of towed vehicle.
4. Power take-off controlled winch with a minimum cable thickness of five-eighths (5/8) of an inch and 200 feet in length.
5. Amber emergency lights, with proper amber light permit.
6. Safety chains, minimum 1/2 inch.

HEAVY DUTY TOWING

The removal and transportation from a highway, street or other private or public road or a parking area or from a storage area any of the following vehicles: school buses, step vans, mason-type dump truck, straight body truck, tractor trailer, large commercial buses, concrete mixers, tandem dump trucks, and any other vehicle with more than two axles that an ordinary tow vehicle is not designed to handle.

HIGHWAY

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

HYDRAULIC FLATBED CAR CARRIER

Commercial motor vehicle designed exclusively to transport motor vehicles that have become disabled, wrecked, recovered stolen and police impounded by means of bodily winching motor vehicles from roadway level up onto hydraulic bed for transporting purposes.

IMPOUNDED VEHICLE

A vehicle which, at the direction of the police department, is taken into police custody because the operator was alleged by a police officer to be engaged in violation of the law, including but not limited to, DWI offenses and any other alleged violation of Title 39, or the vehicle having been involved in a serious accident.

IMPOUNDMENT

The act of storing and confining a vehicle upon an order of the Police Department at either the tow operator's storage area or at a Borough facility as a result of abandonment, involvement in an accident, suspected criminal activity or any other alleged violation of Title 39.

INCIDENT

Any recurring or non-recurring event that created a diminished capacity to roadway function or threatens environment.

INCIDENT MANAGEMENT ESCORT & SUPPORT VEHICLE

A truck or trailer containing assorted supplies to mitigate the impact of incidents i.e. spill control, traffic control, auxiliary lighting, clean-up materials and equipment.

INDOOR SECURED STORAGE

When a motor vehicle is placed inside a secured facility at the request of the vehicle/owner/operator or at the request of law enforcement agency for preservation purposes; e.g. owner/operator request antique or classic motor vehicle and/or an expensive luxury motor vehicle and/or law enforcement request for preservation of further law enforcement investigation.

LABOR

The additional work done at the scene by the tow truck operator that is beyond that required to perform a basic tow, or any additional manpower needed to complete a recovery, winching or towing a vehicle. Labor charge for additional manpower shall be based on a per-man, per hourly rate with a one-hour minimum.

LIGHT DUTY TOW TRUCK

A tow vehicle outfitted with the following equipment:

1. Commercially manufactured chassis, rated capacity of not less than 10,000 pounds GVWR, or equally rated by a certified rating company.
2. Commercially manufactured lifting apparatus with a minimum capacity of four tons, or equally rated by a certified rating company.
3. Dual rear wheels.
4. Universal tow sling or wheel lift with Grade 70 safety chains.
5. One snatch block, three ton rating.

MEDIUM DUTY TOW TRUCK

Used to tow and recover small commercial type vehicles up to 26,000 lbs. GVW or passenger vehicles unable to be recovered with light duty tow truck or flatbed.

MILEAGE CHARGES

A per mile fee charged when, at the request of the vehicle owner or authorized representative, a vehicle is towed from the scene of a call to a place other than the towing operator's storage facility, e.g. vehicle owner residence, mechanical repair facility, auto body repair facility or any other destination.

MOTOR VEHICLE

Includes all vehicles propelled otherwise than by muscular power except vehicles run only upon rails or tracks, or motorized bicycles.

MOTOR VEHICLE ACCIDENT

An occurrence in which a motor vehicle comes in contact with any other object from which a motor vehicle must be towed or removed for placement in a storage facility.

NON-CONSENT TOW

When the police department or its agents/representatives contact a Towing Operator to remove and/or impound a vehicle at the request of the police department.

OFF-ROAD RECOVERY

Use of specialized equipment or tow truck to retrieve a vehicle that has left the roadway.

ON-CALL TOW LIST

A list of towing and storage contractors maintained by the Police Department of the Borough of Englishtown containing the names and addresses of towing and storage contractors who will be called on a rotating basis when the Police Department determines that the assistance of such operators are required within the Borough.

OUTSIDE SECURED STORAGE

A vehicle storage facility that is not indoors and is secured by a fence, walls or other man-made barrier that is at least six feet high and is installed with a passive alarm system or a similar on-site security measure. The facility is to be lighted at night. Such facility shall maintain adequate lighting to protect stored vehicles from vandalism.

OWNER

A person, firm or corporation who owns and/or operates a vehicle on the roads of the highways within the Borough of Englishtown, which vehicle, by reason of being disabled or being unlawfully upon side roads, requires towing services.

PERMIT

License to engage in the activity of towing and storing motor vehicles at the direction of the Borough Police Department.

PERMIT HOLDER

Any person who obtained a permit to engage in the activity of towing and storing motor vehicles at the direction of the Borough Police Department pursuant to the provisions of this chapter.

PERSON

Any individual, firm, association, partnership or corporation or any group of two or more of them or anyone acting on behalf of said person.

POLICE TOW

The transportation of a vehicle at the request of the Police Department via a tow vehicle.

PORTABLE DOLLYS AND/OR PORTABLE GO-JAC TYPE DOLLYS AND/OR SKATES

A set of wheels installed under either end of a vehicle in order to facilitate its movement. Use of this type equipment would incur an additional labor charge.

POST INCIDENT EXPENSES

All the services provided to the customer's vehicle after the vehicle has been removed from the scene.

RECOVERY

When the tow operator applies his knowledge in a skillful manner to preserve the condition of the motor vehicle while winching and/or lifting the damage vehicle back to a normal towing or loading position.

RECOVERY SUPERVISOR/COORDINATOR

A trained individual who utilizes his expertise to facilitate a safe and effective response to an incident through direct instruction to other employees dealing with the other responders or physically creating the conditions needed to terminate an incident.

ROAD SERVICE

Use of a tow truck or service vehicle to respond to the point of breakdown to render aid to a disabled vehicle to include but not limited to a vehicle in the need of consumables, need a flat tire fixed, keys locked in car, etc.

SPECIALIZED EQUIPMENT

Use of a wide variety of primarily, but not limited to, construction type equipment not normally considered towing equipment used to access or clean-up a recovery scene of wreckage.

SPECIALIZED FLATBED CARRIER EQUIPPED WITH SPECIAL HYDRAULIC OSCILLATION KNUCKLE BOOM CRANE

Commercial motor vehicle exclusively designed for special recovery procedures when needed and also to bodily lift and transport motor vehicles.

STORAGE

“Storage charges for a 24-hour period” means the maximum allowable amount to be charged by a storage facility for a 24-hour period or fraction thereof. Storage rates start 12 hours after the arrival of the towed vehicle to the storage facility.

STORAGE FACILITY

A secure, fenced in lot for the storage of towed vehicles located at the Business Location of the Towing Operator and which complies with all provisions of the zoning or other ordinances of the municipality in which it is located.

SUBCONTRACTOR

Use of other commercial business to provide services needed that tower does not possess. Tower invoices a handling charge on top of subcontractors invoice charge.

TARPING

Covering or re-covering a vehicle to prevent against further weather damage or unauthorized access.

TOW DAY

The twenty-four-hour period beginning at 8:00 a.m. on the towing business's scheduled towing date.

TOW RATES

Rates for all towing and towing related services shall be as set forth in the New Jersey State Police Schedule of Services approved by the New Jersey Attorney General and implemented by the New Jersey State Police, as shall be amended. NJSP rates are annually recalculated based upon a random sampling of reasonable fees utilized by commercial and municipal towers. NJSP has determined that the average rate per category based upon the census is reasonable and acceptable. A current listing of rates shall be maintained by the Borough Clerk, the Chief of Police and all tow operators permitted to operate within the Borough of Englishtown.

TOW TRUCK

Commercial motor vehicle designed exclusively to lift motor vehicles that have become disabled, wrecked, recovered stolen and police impounded by means of lifting from the front or rear by the following methods:

1. **Sling type:** mechanical or hydraulic
2. **Wheel lift type:** mechanical or hydraulic.

TOWING

When a tow truck and/or hydraulic flatbed carrier takes in its possession the care, control and custody of a motor vehicle by means of standard industry procedures.

TOWING OPERATOR

A person, firm or corporation engaged in the business of providing towing services, which are made available to the general public and which owns or operates any two or more tow vehicles as defined in this section. At a minimum, each business must have at least two tow vehicles in order to be maintained on the towing list. Such business must also have gasoline available for disabled vehicles.

TRAILERING

The use of Landoll/lowboy type recovery unit to transport anything that is too large to be flat-bedded or would be damaged if towed in another manner.

VEHICLE ACCESS CHARGE

Owner and/or insurance representative must be accompanied into the secured storage yard facility to inspect, remove personal belongings, adjust and take photographs. Documentation such as driver license of vehicle owner or business card of insurance representative must be photocopied and time-stamped when this additional auxiliary service is performed.

VEHICLE REMOVAL CHARGE (LOT REMOVAL)

Charge for a motor vehicle towed into the storage facility of the primary tower that is not movable and must be towed out of the primary towers storage facility to a designated unsecured staging area for towing by the secondary tower.

WAITING TIME

Additional time a tow operator spends at the scene other than the time required for the actual tow and/or recovery after 30 minutes of being on scene

WATER RECOVERY

The process of recovering a vehicle or any other object as requested that is in water or under water.

WILLFUL ABANDONMENT

An action deliberately taken by an owner or insurance company to leave a vehicle or vessel at a storage yard in order to attempt to avoid paying the towing, recovery, storage etc. charges due against the vehicle. See NJ Statue 39:4-56.5 and 56.6.

WINCHING

The process of moving a motor vehicle by the use of additional chains, nylon slings and additional lengths of winch cable from a position that is not accessible for direct hook up by conventional means for towing and/or loading onto a tow vehicle. Winching is not pulling a vehicle onto a flatbed carrier or lifting a motor vehicle by conventional means (tow sling, wheel lift, etc.).

WRECKING

The process of removing wreckage from the roadway, e.g. the vehicle and its debris, that includes the removal of pieces of vehicles from a crash scene with the end result being to return the roadway back to pre-crash conditions.

ARTICLE II

SECTION 2.94.3 PERMIT REQUIRED

It shall be unlawful for any person to engage in the activity of towing or storing motor vehicles at the direction of the Borough without first having obtained a permit therefor in accordance with the requirements of this chapter. Nothing in this chapter shall be construed to require a permit for the rendering of road service or for the provision of towing and storage services within the Borough other than at the request of the Borough.

SECTION 2.94.4 APPLICATION FOR PERMIT

- A. Applications for permits required by this chapter shall be upon forms provided by the Borough Clerk, shall be signed and verified by the applicant, and shall set forth or be accompanied by the information set forth in Section 2.94.5 of this chapter. The original application and four copies thereof must be filed with the Borough Clerk and

shall be accompanied by the fee prescribed in Section 2.94.6 of this chapter and the insurance certificate prescribed in Section 2.94.10 of this chapter.

- B. A maximum of six towing operator's permits shall be issued.
- C. Only one towing operator shall apply for any one address.
- D. Initial applications for calendar year 2021 must be completed and submitted to the Borough Clerk by February 15, 2021.
- E. Thereafter, all new applications must be completed and submitted to the Borough Clerk by October 15 of the calendar year preceding the year the towing operator desires to be included on the towing list.
- F. Each towing permit shall run for a term of (3) three years, commencing on January 1 and terminating on December 31 of the third year.
- G. By filing such application, the applicant agrees to the terms and conditions outlined in the application, including compliance with this chapter.
- H. At the time of the initial permit period a maximum number of six (6) permits shall be issued. If in the event there are more qualified towers than the six (6) permits to be issued, a review of the applications will be conducted by the Chief of Police to determine the best qualified applicant to fill the remaining openings on the list for the permit period.

SECTION 2.94.5 APPLICATION REQUIREMENTS

An application for a towing permit shall set forth or be accompanied by the following information:

- A. The full name, address and phone number of the applicant.
- B. The company name, address and phone number.
- C. If applicant is a corporation the names, addresses and phone numbers of the officers, directors, registered agents and each stockholder owning 10 percent or more of the issued stock.
- D. A 24 hour / 7 days a week emergency contact number.
- E. For each tow vehicle utilized by the tow operator in conducting his business, the year, make, model, vehicle identification number, type of vehicle, proof of registration and proof of insurance for the vehicle.

shall be accompanied by the fee prescribed in Section 2.94.6 of this chapter and the insurance certificate prescribed in Section 2.94.10 of this chapter.

- B. A maximum of six towing operator's permits shall be issued.
- C. Only one towing operator shall apply for any one address.
- D. Initial applications for calendar year 2021 must be completed and submitted to the Borough Clerk by February 15, 2021.
- E. Thereafter, all new applications must be completed and submitted to the Borough Clerk by October 15 of the calendar year preceding the year the towing operator desires to be included on the towing list.
- F. Each towing permit shall run for a term of (3) three years, commencing on January 1 and terminating on December 31 of the third year.
- G. By filing such application, the applicant agrees to the terms and conditions outlined in the application, including compliance with this chapter.
- H. At the time of the initial permit period a maximum number of six (6) permits shall be issued. If in the event there are more qualified towers than the six (6) permits to be issued, a review of the applications will be conducted by the Chief of Police to determine the best qualified applicant to fill the remaining openings on the list for the permit period.

SECTION 2.94.5 APPLICATION REQUIREMENTS

An application for a towing permit shall set forth or be accompanied by the following information:

- A. The full name, address and phone number of the applicant.
- B. The company name, address and phone number.
- C. If applicant is a corporation the names, addresses and phone numbers of the officers, directors, registered agents and each stockholder owning 10 percent or more of the issued stock.
- D. A 24 hour / 7 days a week emergency contact number.
- E. For each tow vehicle utilized by the tow operator in conducting his business, the year, make, model, vehicle identification number, type of vehicle, proof of registration and proof of insurance for the vehicle.

- (4) The tow trucks and equipment are in safe and sound condition and in compliance with all applicable federal, state and local laws, rules and regulations.
 - (5) The applicant has the ability to perform mechanical inspections of and minor repairs to disabled vehicles.
 - (6) The applicant's business location/storage facility is within the Borough boundaries or within 7.5 miles of the Borough of Englishtown Corporate Boundaries in an area legally zoned for such use, and such storage facility includes a minimum of 10 outside spaces.
 - (7) The applicant is in compliance with and/or has the ability to comply with all other requirements and standards set forth in this chapter.
- B. Within 30 days of receipt of the application, the Chief of Police shall give a written recommendation to the Borough Council that the application be approved or denied. If the Chief of Police recommends disapproval of the application, he shall set forth reasons for same.

SECTION 2.94.8 ISSUANCE OF PERMIT

- A. Upon approval of the application by the Borough Council, a permit, valid for the duration of three (3) calendar years, shall be issued by the Borough Clerk.
- B. Each permit shall be valid for the duration of three (3) calendar years and shall not be transferable to any other person.
- C. Within 10 days of the issuance of the permit, the Borough Clerk shall send a copy of the permit to the Police Department. Within five days of receipt of a copy of the permit, the permit holder shall be placed on the on-call tow list established in Section 2.94.12 of this chapter.

SECTION 2.94.9 RENEWAL OF PERMIT

- A. The permit holder shall be solely responsible for renewing their permit prior to its termination in accordance with this chapter.
- B. All renewal applications must be completed and submitted to the Borough Clerk by October 15 of the third permit year.

- C. Initial applications and renewals filed after October 15 will not be accepted for the permit period.
- D. Should the total number of tow operators fall below six, the Borough, at its own discretion, may accept applications after October 15.
- E. In no case shall the number of tow operators exceed six.
- F. Upon expiration or revocation thereof, the permit shall be null and void.

ARTICLE III

SECTION 2.94.10 INSURANCE

- A. Prior to the issuance of the permit, each tow operator shall deliver to the Borough Clerk a certificate of insurance which certificate shall name the Borough as an additional insured. The certificate shall provide evidence that the tow operator carries the following insurance coverage:
 - (1) General Liability – \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate.
 - (2) Automobile Liability – \$1,000,000 combined single limit.
 - (3) Garagekeepers liability – \$100,000.00
 - (4) On Hook – \$250,000.00
 - (5) Workers Compensation - as required by state law.
- B. The General Comprehensive Liability Insurance required pursuant to Section 2.94.10A(1) of this chapter shall provide for the indemnification of the Borough to the fullest extent permitted by law and that the Borough shall be defended, indemnified and held harmless from and against any and all claims, suits, judgments and amounts, whatsoever, including without limitation, cost, litigation expenses, counsel fees and liabilities with respect to injury to or death of any person or persons whatsoever or damage to property of any kind by whomever owned arising out of or caused or claimed to have been caused in whole or in part by the negligent acts or omissions of the tow operator or other person directly or indirectly employed by the tow operator while in the performance of rendering any services pursuant to the scope of this chapter.

- C. Tow Operators must notify the Chief of police immediately of any change, cancellation or lapse of insurance coverage.

SECTION 2.94.11 EQUIPMENT SPECIFICATIONS

- A. The tow operator shall have specialized towing equipment in good repair which meets the following specifications:

- (1) Emergency lights which flash and are capable of being visible one-fourth of a mile away and of sufficient height to be seen over the towed vehicle.
- (2) Fire extinguisher, five pound carbon dioxide or dry powder or equivalent.
- (3) Clean-up equipment including brooms, shovels and debris containers.
- (4) Steering lock bar.
- (5) Amber light permit.
- (6) Twenty pounds of absorbent material for motor vehicle fluid spills.
- (7) Portable bar lighting (heavy duty only).
- (8) Reflectorized traffic vest.
- (9) At least one conventional tow truck.
- (10) At least one car carrier capable of removing certain types of damaged vehicles or those, which by design cannot be removed by conventional wreckers without sustaining additional damage.
- (11) Communication equipment between vehicles and their dispatchers via cell phone or other device.
- (12) All chains and binders which may be needed.
- (13) Any and all tools which may be needed. The tow operator shall submit a copy of its equipment list in its application to the tow list.

- B. All equipment must meet applicable state standards and shall be subject to periodic inspection by the Borough.

- C. Heavy Duty Towing and Heavy Duty Recovery

The following shall apply to any tow operator providing heavy duty towing and/or heavy duty recovery services in the Borough:

- (1) Heavy duty recovery equipment. Any tow operator providing heavy duty recovery services must own, and have available, at least two heavy duty tow vehicles. In

addition to the equipment required in Section 2.94.11A, any tow operator providing heavy duty recovery services in the Borough is required to have available the following equipment.

- (a) Air cushion recovery system.
- (b) One semi-tractor with fifth wheel.
- (c) One Lowboy or Landall type equipment hauling trailer with a minimum hauling capacity of 40,000 pounds.

- D. Subcontractors. At time of application to the tow list the vendor shall submit a copy of the written contracts with all subcontracted recovery services. Vendors shall subcontract only to those service providers on the on-call list maintained by the Chief of Police in accordance with Section 2.94.11F. Insurance certificates for all subcontractors must be on file at the vendor's place of business. All subcontracted service providers shall work under the supervision of the vendor and must comply with the provisions of Section 2.94.1 et seq.
- E. Driver Standards. All Tow Operators and their drivers shall be fully trained and knowledgeable in the operation of all required equipment and necessary tools to perform all facets of the safe and efficient removal of all types of motor vehicles regardless of the physical condition of vehicle.
- F. On-call list. The Chief of Police shall maintain separate on-call lists for heavy duty towing and for heavy duty recovery, which shall be maintained and utilized in accordance with Section 2.94.12.

SECTION 2.94.12 ON-CALL TOW LIST

- A. The Chief of Police shall maintain a list of those tow operators holding a valid permit to respond to calls from the Borough Police Department. In order to be included on the on-call tow list, a tow operator must hold a valid towing permit and meet all of the requirements of this chapter.
- B. Calls to tow operators on the on-call tow list shall be made on a nondiscriminatory rotating basis pursuant to procedures established by the Chief of Police. Nothing herein shall prohibit the Chief of Police or his designee from calling a tow operator out of sequence or

seeking the services of a tow operator not on the on-call tow list if the circumstances require specialized equipment or if in the interest of public safety to require so.

- C. The fees to be charged for towing and storage services shall be as set forth in Section 2.94.14 of this chapter. The Borough shall not be liable for the cost of any towing and/or storage services unless those services are performed on a municipal vehicle.
- D. Inclusion on the on-call tow list shall be automatically revoked upon expiration or revocation of the tow operator's permit. The Chief of Police may also suspend a tow operator's inclusion on the on-call tow list for such a period of time as he considers appropriate for violations of this chapter, after a hearing on such violations. Suspensions may be appealed pursuant to the procedures set forth in Section 2.94.22.
- E. All non-consent tows of vehicles made at the request of the Borough must be removed to the tow operators approved business location/storage facility or, at the direction of any Borough Police Officer, to the Borough Storage Facility.
- F. All consent tows of vehicles may be towed to another destination at the request of the owner or operator of the vehicle. Any Borough Police Officer at the scene shall be responsible for making the final determination as to the towing destination.

SECTION 2.94.13 PERFORMANCE STANDARDS

A. Maintenance of place of business. All tow operators shall maintain a principal place of operation within the Borough of Englishtown or within 7.5 miles of the Borough of Englishtown Corporate Boundaries. Tow operators shall comply fully with all of the zoning, land use and property maintenance codes of the municipality in which the tow operator's business is located.

(1) Each place of business will provide and maintain the following:

- (a) One tow operator allowed per business location/storage facility.
- (b) A store front including signage displaying the business name, address, phone number and hours of operation.
- (c) A person in the office to greet customers rendering service.
- (d) A waiting area for patrons' use.
- (e) A properly maintained and working rest room for patrons.

(f) Failure to comply with such codes may subject the tow operator to suspension from the on-call tow list.

B. Availability of services. The tow operator must be available and capable of providing towing services on a seven day per week, 24 hour per day basis for the entire geographic area of the Borough.

C. Response time.

(1) The tow operator must meet the following response times within the Borough of Englishtown:

(a) Light Duty

- (i) Days: Between the hours of 8:00 a.m. and 5:00 p.m., seven (7) days a week, the tow operator must respond to a call within 20 minutes.
- (ii) Nights: Between the hours of 5:01 p.m. and 7:59 a.m., seven days a week, the tow operator must respond to a call within 30 minutes.

(b) Medium/Heavy Duty

- (i) Day and night, seven (7) days a week. The tow operator must respond within 45 minutes.

(c) Response time determination is to be initiated when the police call requesting towing is completed. Where the police cannot reach the next eligible tow operator on the list or the tow operator fails to appear within the response times delineated in this section, that tow operator shall be deemed to have forfeited his turn and the next succeeding tow operator on the list shall be called.

(2) Ninety percent of all calls referred must be answered within the response time outlined above.

(3) Not more than ten percent of the calls will be answered within an additional ten (10) minutes (day or night).

(4) No response will be later than 30 minutes, whether day or night, with the exception of Medium/Heavy Duty response time delineated in Section 2.94.13C(1)(b).

(5) Tow Operators must notify Englishtown Police Dispatch when they are unable to:

- (a) Respond to a call or meet the response time requirement.
- (b) Meet the time response requirements of a previously accepted call.

(6) Tow operators shall not assign calls to other tow operators.

(7) The performance standard will be reviewed periodically. Where the response time of the tow operator is found to exceed the standards delineated in this section, the tow operator will be removed from the on-call tow list for a period of at least six months. Said tow operator shall remain suspended from the list until it is shown, to the satisfaction of the Chief of Police, that effective steps necessary to implement procedures to ensure compliance with the foregoing performance standards have been undertaken.

D. Registered towing personnel. The tow operator must register all personnel who are authorized by the tow operator to provide services on behalf of the tow operator. This registration must include for each person:

- (1) Name, residence and telephone number.
- (2) New Jersey Driver's License Number and expiration date.
- (3) Social Security Number.
- (4) Fingerprinting through Morpho Trak, Inc. Drivers hired during an approval period shall be required to be fingerprinted within 30 days of being hired by the tow operator.
- (5) Signed statement by each person setting forth their understanding that a background check will be performed by the Police Department, the results of which will be used by the Police Department in determining the eligibility of the towing and storage contractor for inclusion on the on-call tow list.
- (6) The tow operator must update this registration as necessary to insure that it remains current.

E. Cleanup of debris. Each towing operator, prior to the departure from the scene where it performed towing services, shall clean and clear the streets of any customary debris resulting from any accident at such scene and shall at all times carry the necessary equipment to perform such cleaning services to the satisfaction of the police officer on scene.

F. Storage. Storage shall be provided for all vehicles towed until claimed by the owner or disposed of in accordance with applicable law. The tow operator shall provide adequate land areas sufficient to store a minimum of 10 vehicles. Each storage area must be either

an indoor secured storage facility or an outdoor secured storage facility. The Storage Facility must be located at the Business Location of the Towing Operator.

(1) Access to the storage facility area must be provided to the Englishtown Police Department on a twenty-four-hour basis.

G. Information to be displayed on vehicle. There shall be prominently displayed on the right and left sides of each tow vehicle utilized by the tow operator, the following information:

(1) The name, address and telephone number of the Tow Operator.

(2) The vehicle number.

H. Prior to hook-up or flat bedding of a motor vehicle, the tow operator shall present to the owner or operator of the vehicle a business card which must contain the name, address and telephone number of the tow operator.

I. Cruising. No driver of a towing vehicle shall engage in cruising as defined in this chapter or otherwise interfere with the progress of traffic on public highways. No towing vehicle owner shall attempt to divert patrons of one garage to another garage. No towing vehicle owner shall demand or receive any commission, gratuity or other payment other than the agreed upon fee for towing a disabled vehicle.

J. Tow Operators shall not release from their storage facility any vehicle that was impounded by the Englishtown Police Department without written authorization from the Police Department.

(1) Any Tow Operator found in violation of this section shall have their Tow Operators Permit immediately suspended pending revocation for the remainder of the Tow Operators Permit.

(2) Any subsequent violation of this section after reapplying and reinstatement of the Tow Operators Permit shall result in immediate revocation of the Tow Operators Permit with an ineligibility to reapply for a Tow Operators Permit for a period of five (5) years.

ARTICLE IV

SECTION 2.94.14 RATES AND FEES

A. Towing operators engaged in towing for the Borough of Englishtown Police

Department shall not charge a fee in excess of the rates set forth in the New Jersey State Police Schedule of Services approved by the New Jersey Attorney General and implemented by the New Jersey State Police, as shall be amended. NJSP rates are annually recalculated based upon a random sampling of reasonable fees utilized by commercial and municipal towers. NJSP has determined that the average rate per category based upon the census is reasonable and acceptable. A current listing of rates shall be maintained by the Borough Clerk, the Chief of Police and all tow operators permitted to operate within the Borough of Englishtown.

B. Mileage.

(1) Mileage may only be charged if a vehicle is towed from the scene of a call to a place other than the tow operator's storage facility at the request of the owner or authorized representative.

(a) Should the owner of the vehicle request that the vehicle be towed to a point outside the borough, the per mile mileage rate is to be predetermined by mutual agreement of the tow operator and the owner and/or operator of the vehicle.

(2) Mileage shall not be charged if the vehicle is towed from the scene of a call to the Borough Storage Facility at the direction of the police department.

C. Storage.

(1) Storage fees are for each twenty-four (24) hour period or fraction thereof. The first day of storage commences twelve (12) hours after the vehicle is towed to the storage facility.

(2) Vehicles released prior to 12 hours being placed into storage will not incur any storage fees.

D. Wait Time

\$100.00 per hour after 30 minutes on scene.

E. Receipt

The tow operator shall give the owner of a vehicle a written itemized receipt for the fee paid. Upon receipt of payment the tow operator shall have the customer sign the receipt and provide a copy of the signed itemized receipt to the customer.

(1) Copies of every bill must be supplied to Police Records either by mail, fax (732-786-0212) or e-mail (records@englishtownpolice.org)

F. Except for vehicles deemed "police impounds" in accordance with Section 2.94.15 of this Code, no tow operator shall refuse to accept from any automobile owner or operator payment for services or parts thereof in the form of a major credit card (American Express, Visa, Master Card) or a personal in-state check provided that the operator has received no indication challenging the validity of either the credit card or the personal check. With respect to police impounds, a tow operator may refuse to accept from any automobile owner or operator payment for services or parts thereof in the form of a major credit card or a personal check and require the owner or operator to pay for services with cash.

G. No person shall be liable to any permit holder for any service call fees in excess or in addition to those set forth in the fee schedule established in Section 2.94.14A

H. Recovery charges involving serious motor vehicle accidents and recoveries will be based upon individual requirements for equipment, personnel and conditions encountered. After the first hour, all hourly billable rates will be charged in half hour increments. Charges for all trucks/recovery equipment are inclusive of the operator. Tow Operators may not separately charge for an operator that drives/operates the truck/recovery equipment.

I. In the event that it is necessary to unload a vehicle's cargo prior to or after towing, an agreement shall be reached between the contractor and the owner of the vehicle or the owner's agent or representative as to the charge for said service. No written agreement is necessary in an emergency situation. The Chief of Police or his designee shall determine when an emergency exists.

J. Pursuant to N.J.S.A. 40:48-2.54, the owner of any motor vehicle whose motor vehicle is towed and/or stored other than at the owner's request, may send complaints and/or report disputed fees in writing to the Chief of Police. The Chief of Police shall

arrange for investigation of the owner's allegations and report the outcome of the investigation to the owner within 30 days of the Borough's receipt of the written complaints

K. Police Impound Administrative Fee

A \$50.00 administrative fee will be paid to the Borough of Englishtown for a release of any impounded vehicle.

ARTICLE V

SECTION 2.94.15 POLICE IMPOUNDS

Motor vehicles which are stolen, abandoned, involved in a crime, in violation of Title 39 offenses which require impoundment, involved in a fatal accident or accidents which, in the judgment of police may become fatal, shall be considered police impounds. The Chief of Police shall designate where such police impounds shall be towed.

A. No motor vehicle which has been impounded pursuant to the laws of this State shall be released by the Borough unless proof of valid insurance and proof of ownership for that vehicle is presented to the Englishtown Police Department.

(1) An owner of an impounded vehicle may have their vehicle removed from the storage facility by wrecker only after the registration and license plates have been surrendered to the New Jersey Motor Vehicle Commission or, if not registered in this state, to the Division of Motor Vehicles of the State of registration.

(2) The recovery or salvage of the impounded motor vehicle by, or on behalf of, an insurer, financial institution or other lending entity, shall not require proof of motor vehicle insurance for that vehicle.

B. Prior to receiving an impound release form from the police department an administrative fee in accordance with Section 2.94.14K shall be charged and paid to the Borough of Englishtown by the owner of the impounded vehicle for a release of any motor vehicle.

(1) The administrative fee will not apply to vehicles which were towed solely as the result of a motor vehicle collision, or if the vehicle was towed as the result of criminal activity and the vehicle and/or owner /driver was the victim.

- C. Tow Operators shall not release from their storage facility any vehicle that was impounded by the Englishtown Police Department without written authorization from the Police Department.
- (1) Any Tow Operator found in violation of this section shall have their Tow Operators Permit immediately suspended pending revocation for the remainder of the Tow Operators Permit.
 - (2) Any subsequent violation of this section after reapplying and reinstatement of the Tow Operators Permit shall result in immediate revocation of the Tow Operators Permit with an ineligibility to reapply for a Tow Operators Permit for a period of five (5) years.
- D. For any impounded vehicle removed to the Borough Storage Facility the tow operator shall submit its bill for tow services to the Borough, which will process and make payment for the same. To secure release of the vehicle after the police impound has been lifted, the vehicle owner must pay to the Borough the daily storage fee provided in 2.94.14, any administrative fees for vehicle release charged by the Borough, as provided in 2.94.14K, plus the fee for tow services charged to the Borough by the Tow Operator.

SECTION 2.94.16 UNCLAIMED VEHICLES

Vehicles under this section shall be processed for titles by the Englishtown Police Department in accordance with N.J.S.A. 39:10A-1 through 39:10A-7.

- A. The tow operator shall submit to the Police Department the following information on vehicles unclaimed for a period of over 15 days:
- (1) The year, make, model, color and vehicle identification number.
 - (2) A copy of a certified letter advising owner of the vehicle's location and circumstances surrounding same.
 - (a) Upon request, the Police Department shall supply the tow operator with the name and address of the owner of the vehicle.
 - (3) A photograph of the vehicle.
 - (4) The odometer reading of the vehicle.

B. Junk Title Certificate. A tow operator, who has in his possession a vehicle which has been abandoned or unclaimed for a period of 15 business days or more, which is inoperable or cannot be put in safe operational condition except at a cost in excess of the value of the vehicle, may apply to the State of New Jersey for a Junk Title Certificate. In order to apply for a Junk Title Certificate the tow operator shall:

- (1) Provide notice to the Police Department of its possession of the vehicle in accordance with Section 2.94.16A of the Englishtown Code.
- (2) Notify the owner and lien holder (if applicable) by certified mail that the tow operator is in possession of the abandoned or unclaimed vehicle; the amount of any lien on the vehicle that the tow operator claims and the daily storage fees.
- (3) Request that the Police Department complete a check with the National Crime Information Center (NCIC) to determine if the vehicle is stolen.
- (4) Request that the Police Department report possession of an abandoned or unclaimed vehicle to the National Insurance Crime Bureau.
- (5) Provide to the Police Department a completed copy of the New Jersey Motor Vehicle Commission Form OS/SS-87- "Report of Possession of Abandoned Vehicle by Public Agency and Request for a Junk Title" to be signed by an authorized representative of the Englishtown Borough Police Department and proof that the notice required by this section has been sent to the owner and lien holder (if applicable).
- (6) All required documents shall be mailed to the New Jersey Motor Vehicle Commission along with a check or money order for \$2 made payable to NJ MVC.
- (7) The Englishtown Borough Police Department will maintain a record of all Junk Title Certificates and shall turn the original Junk Title Certificate over to the requesting tow operator.

C. Standard Title Certificate. A tow operator who has in his possession a vehicle which has been abandoned or unclaimed for a period of 20 business days or more, which can be put in safe operational condition at a cost not to exceed the value of the vehicle or the owner of the vehicle owes payment to the tow operator in excess of the value of the vehicle, may apply to the State of New Jersey for a Standard Title Certificate so that the vehicle may be sold at auction or have ownership of the vehicle transferred to

the tow operator to satisfy the tow operator's lien on the vehicle. In order to apply for a Standard Title Certificate the tow operator shall:

- (1) Provide notice to the Police Department of its possession of the vehicle in accordance with Section 2.94.16A of the Englishtown Code.
- (2) Notify the owner and lien holder (if applicable) by certified mail that the tow operator is in possession of the abandoned or unclaimed vehicle; the amount of any lien on the vehicle that the tow operator claims and the daily storage fees.
- (3) Request that the Police Department complete a check with the National Crime Information Center (NCIC) to determine if the vehicle is stolen.
- (4) Request that the Police Department report possession of an abandoned or unclaimed vehicle to the National Insurance Crime Bureau.
- (5) Provide the Police Department with a completed copy of the New Jersey Motor Vehicle Commission Form OS/SS-89- "Report of Possession of Abandoned Vehicle" to be signed by an authorized representative of the Englishtown Borough Police Department.
- (6) All required documents shall be mailed to the New Jersey Motor Vehicle Commission.
- (7) The tow operator shall, upon request of the Englishtown Police Department, deliver the vehicle to the Borough of Englishtown Department of Public Works for storage, or such other location as directed by the Police Department, until vehicle is put up for auction.
- (8) After the Borough of Englishtown receives a Standard Title Certificate from the Motor Vehicle Commission, the vehicle will be auctioned off by the Borough at the next public auction of Borough property.
- (9) After the vehicle is offered for auction any lien owed to the tow operator will be satisfied between the Borough of Englishtown and the tow operator either by the proceeds from the auction or possession of the vehicle if no qualifying bid is received at the auction.
- (10) Failure by the Tow Operator to provide the appropriate notification within 30 days of receiving the owner or lien holder information may limit the storage fee to \$750.00 as outlined in N.J.S.A. 39:10A-1.

SECTION 2.94.17 ARRANGEMENTS BY PERSON RESPONSIBLE FOR AUTOMOBILE

Nothing contained in this chapter shall prevent a person responsible for an automobile disabled upon the public streets or highways within the Borough of Englishtown to arrange for the prompt removal of the vehicle from the scene of an accident or disablement by wrecking or towing services of his/her own selection. The person responsible would be advised of the ability to select such towing service at the required time of removal, providing such person is present, fully conscious and capable of taking prompt action. However, if the circumstances are such that the Chief of Police or his designee deems it not in the best interest of the public to allow said person to select his own towing service, then the person shall not be afforded the opportunity to do so.

ARTICLE VI

SECTION 2.94.18 ADMINISTRATION AND ENFORCEMENT

The Chief of Police and the Police Department are hereby designated to administer and enforce all provisions of this chapter.

SECTION 2.94.19 REGULATIONS AND PROCEDURES

The Chief of Police shall promulgate such rules, regulations and procedures, not inconsistent with this chapter, as may be reasonable and necessary to carry out the provisions of this chapter. Copies thereof shall be provided to all permit holders and shall be made available to the public, along with copies of current fee schedules, during business hours.

ARTICLE VII

SECTION 2.94.20 REVOCATION AND SUSPENSION OF PERMIT

A. The Chief of Police may suspend or revoke a towing permit for the following reasons:

- (1) False or materially inaccurate information in the application, or a change of circumstances which would have caused disapproval of the application if existing at the time of approval.
 - (2) Failure to comply with any of the requirements of this chapter, any additional regulations promulgated by the Chief of Police, or any state, federal or local law relating to motor vehicle operation.
 - (3) Unsatisfactory service which jeopardizes public safety. More than three unexcused failures to respond and/or substantiated complaints within a calendar year shall be considered grounds for revocation.
 - (4) Any holder of a towing permit who has had the permit suspended or revoked shall not be eligible to reapply for a towing permit for a period to be determined by the Chief of Police. Said period of ineligibility shall not exceed five years.
- B. Prior to suspending or revoking a permit, the Chief of Police shall give the permit holder seven day written notice specifying the grounds upon which the permit is proposed to be suspended or revoked and an opportunity to be heard.

SECTION 2.94.21 VIOLATIONS AND PENALTIES

Any person who violates any of the provisions of this chapter or who fails to comply with any requirements of this chapter shall, for each such violation or offense, upon conviction thereof, have the subject towing permit revoked, be removed from the towing list and be punished by a fine not to exceed \$1,000.00 or imprisoned for a term not to exceed 90 days, or both. Each and every violation of this chapter or each and every day that any violation shall be permitted to continue shall be construed as a separate and distinct violation hereof. The Police Department of the Borough of Englishtown is specifically designated as the enforcement officers to serve and execute process for violation of this chapter.

SECTION 2.94.22 APPEALS

Any person aggrieved by the action of the Chief of Police or the Borough Clerk in the denial of an application for a permit, in the suspension or revocation of a permit or in the suspension from the on-call tow list, may appeal to the Borough Council by filing a written request for a hearing with the Borough Clerk, setting forth the grounds for the appeal. Said

request must be filed within 14 days after notice of the action complained of has been mailed to the person at the address listed on the most recent application. The council shall set a time and place for a hearing on such appeal and notice shall be served upon the applicant or permit holder via regular and certified mail at least five days prior to the hearing.

ARTICLE VIII

SECTION 2.94.23 SEVERABILITY

In the event a court of competent jurisdiction shall find any provision, paragraph, section, subsection, clause or phrase of this Chapter unlawful, unconstitutional or invalid for any reason, such finding shall not affect the validity of the remaining portions of this Chapter.

ARTICLE IX

This ordinance shall take effect immediately upon final passage, adoption and publication according to law.

Offered By:

Seconded By:

Roll Call: Ayes:
 Nays:
 Abstain:
 Absent:

Date

Thomas Reynolds, Mayor

Attested: Peter Gorbatuk, Municipal Clerk

Introduction:
Adopted:

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SEE * PAGE 3

LFN 2020-24

October 9, 2020

Local Finance Notice

Philip D. Murphy
Governor

Lt. Governor Sheila Y. Oliver
Commissioner

Melanie R. Walter
Director

Contact Information

Director's Office

V. 609.292.6613

F. 609.633.6243

Local Assistance Bureau

V. 609.292.6858

F. 609.633.6243

Financial Regulation and Assistance

V. 609.292.4806

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Trenton, New Jersey

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COVID-19 Operating Deficits and Extraordinary Expenditures: Implementation of P.L. 2020, c.74

P.L. 2020, c.74, enacted on August 31, 2020, empowers local governments to alleviate fiscal impacts related to the COVID-19 emergency through the measured use of existing budgetary and debt structures that have been reshaped to meet local units' emerging needs during the COVID-19 emergency. The approach contained in the new law combines budgetary relief, checks to ensure fiscal responsibility, and borrowing relief into a package that maintains the financial integrity of New Jersey local units. This is especially important for local unit budgets with narrower reserves or that are more reliant on non-property tax revenue tied to general economic activity such as the hotel/motel tax.

These measures will help assure immediate, practical, and comprehensive budgetary and tax relief for New Jersey's local units. Municipalities and counties facing substantial budget shortfalls tied to the COVID-19 pandemic now have the flexibility to spread an otherwise unsustainable single-year impact over several years. In doing so, governing bodies can minimize taxpayer hardship, continue needed capital improvement projects, and preserve the essential services that are especially critical during this time. The tools contained in the new law offer a crucial lifeline to those municipalities facing significant economic fallout due to COVID-19.

Standards for Anticipating COVID-19 Affected Revenues

Section 1 of P.L. 2020, c.74 amended N.J.S.A 40A:4-26 to authorize the Director of the Division of Local Government Services ("Division") to promulgate new standards for the anticipation of COVID-19 affected revenues in the FY2021 budget, and, if necessary, in future years. For FY2021, the Director authorizes use of a three-year average for calculation of affected revenues, which shall be calculated in a manner consistent with the Reserve for Uncollected Taxes (RUT) calculation used for anomalous years.

COVID-19 Special Emergencies – Certain Related Costs

New subsection 1. of N.J.S.A. 40A:4-53 allows a municipality or county to authorize special emergency appropriations for “[t]he immediate preparation, response, recovery, and restoration of public services” during the COVID-19 related public health emergency. Qualifying costs include, but are not limited to, signage, physical reconfiguration of workspace, personal protective equipment (PPE) and sanitizing measures. As with other statutorily permitted special emergency appropriations, a special emergency for extraordinary COVID-19 expenses can be financed by special emergency notes issued pursuant to N.J.S.A. 40A:4-55.

COVID-19 Special Emergencies – Operating Deficits

N.J.S.A 40A:4-53 is amended to qualify local units’ COVID-19 related operating deficits as a special emergency that can be certified through the Division and then spread over several subsequent budgets as a deferred charge, rather than budgeted fully in the current or next year. Qualifying operating deficits include documented COVID-19 affected revenue loss or additional expenditures. Local units need only demonstrate the operational gap and are not required to deplete surplus to qualify. This applies to the general fund as well as to deficits in utility budgets.

Documenting and Certifying COVID-19 Related Revenue Loss and/or Additional Expenditures

Any municipality or county seeking to appropriate a COVID-19 related deficit experienced in 2020 or 2021 (or FY2020 or FY2021 for State Fiscal Year municipalities) must make written application to the Division Director in the prescribed form, available on the Division’s website. Using the form specified by the Director and available on the Division’s website, the chief financial officer (“CFO”) shall certify that the deficit is directly attributable to COVID-19 and submit the form to dlgs@dca.nj.gov with “COVID-19 Special Emergency” as the subject heading. The CFO must include the following information on the certification accompanying the written application:

- A detailed listing of each revenue and appropriation by its corresponding FCOA code, including identification of specific revenues experiencing reductions due to COVID-19 and COVID-19 related expenditures by category or commodity;
- Anticipated and realized amounts for the current budget year and the three previous budget years and, for those specific revenues having experienced reductions due to COVID-19, an average of the amount collected by the last day of each of the three preceding fiscal years;
- A list of any applications to programs of the federal government, the State, and other sources for purposes of offsetting any qualifying deficit; and
- Fiscal and operational measures being implemented to avoid a structural deficit in future budget years.

The Chief Financial officer shall submit the certification for approval by a majority of the full governing body. A municipality or county seeking approval for a special emergency under this provision shall apply for any financial assistance that may be available from the federal government, the State, and other sources to offset any qualifying deficit directly attributable to COVID-19. Any such financial assistance obtained by the local unit shall be used to offset any deficit.



A municipality or county shall make application to the Director during the year in which the revenue deficits or additional expenses occurred by no later than December 1. The certification must be based on the best available revenue and expenditure estimates. The Director shall have the discretion to grant a written request for extension of the December 1 deadline. Approval of the certification of the special emergency and resulting deferred charge in advance of the close of the budget year eliminates the deficit in operations on the AFS. Please reference the "Accounting Considerations" subsection below for treatment of deficits certified before the end of the current year.

The Director shall approve or disapprove any complete application within 45 days, or the next business day if the 45th day falls on a Saturday, Sunday, or holiday. If a written decision is not rendered within this time period, the application shall be deemed to be approved and the municipality or county may proceed to adopt the special emergency. A disapproved application may be resubmitted with such changes as the municipality or county deems appropriate, with submission and review subject to the same requirements.

Municipalities obtaining Director approval to adopt a special emergency for a COVID-19 related revenue deficit or additional expenses shall not be eligible for local budget exam pursuant to subsection b. of N.J.S.A. 40A:4-78 until the fiscal year after the final appropriation is made.

Funding the Special Emergency

Once approved by the Director, the special emergency may be raised in the budget over a five-year period with no appropriation for the deferred charge required in the first year. For example, a deferred charge resulting from a special emergency in 2020 need not be budgeted in 2021 but rather 1/5 of the amount would be budgeted in the 2022 through 2026 annual budgets, thus is raised in the budget over a six year period.

A municipality or county that would experience substantial financial hardship by appropriating for the deferred charge over the automatic six-year emergency period may seek Local Finance Board approval to make the appropriations over up to 10 years. The Division will soon issue a Board application specific to this circumstance to be incorporated into the certification process. If approved, the extended period shall be in accordance with a schedule determined by the Board, which shall be no later than the end of the 11th year after declaration of the special emergency. Substantial financial hardship includes, but is not limited to, when appropriation of the special emergency over five of the next six years would directly cause a tax levy increase of greater than 2% or an increase of greater than \$50 per average assessed home for each year deferred charges appear in the local unit's budget, or in the case of a utility, an at least five percent (5%) increase in user fees or charges.

This special emergency process affords a municipality or county significant time to compensate for lost revenues and achieve recovery, effectively authorizing a no-interest loan within the entity's own budget to absorb revenue losses, potentially mitigating the need to borrow to fill these gaps.

Local units are not required to use fund balance to offset this deferred charge. Any offsetting receipts from the federal government, the State, and other source directly related to COVID-19 shall be directly applied to funding the special emergency.

A special emergency passed for any purpose must be appropriated as a deferred charge and is excluded from caps.

Issuance of Special Emergency Notes

If the special emergency for a COVID-19 related operating deficit is approved by the Director, a municipality or county may issue a special emergency note to address the cash flow and appropriations needs related to the deferred charge. Any associated borrowing has a maximum maturity date tied to the duration of the approved deferred charge spread. A municipality or county seeking approval to extend the deferred charge spread must obtain Board approval to issue special emergency notes pursuant to an extended maturity schedule. Because the deferred charge accounts for the up-front need, this borrowing would likely be cash-flow related; however, cash management needs may arise during the recovery period. Municipalities and counties may not borrow moneys duplicative of financial assistance received to cover costs or replace lost revenues related to COVID-19.

A municipality or county may issue COVID-19-related special emergency notes through a county improvement authority pool, and notes issued by a municipality may also carry a county guarantee. Participation in pooled issuances may improve market access and ratings, particularly for comparatively smaller municipalities or those municipalities with lower credit ratings.

Accounting Considerations for Revenue Deficits

If a municipality or county receives Division approval to declare a COVID-19 related special emergency in advance of the close of the fiscal year, the emergency can be funded in advance, thereby cancelling the certified anticipated deficit by recording the deferred charge as a revenue. If the actual deficit experienced was less than the amount originally certified, the difference shall be canceled by resolution, thereby reducing the amount of the deferred charge. If revenue recorded pursuant to the above paragraph is related to the collection of delinquent taxes, all tax revenues collected in the subsequent year, and those that are collected in excess of a three year average as "Receipts for Delinquent Taxes" shall be directly applied to fund the Special Emergency. See the Appendix to this Notice for relevant examples.

Refunding Bond Issuances for Certain COVID-19 Related Costs: Local Authorities & Boards of Education

Sections 6 and 7 of P.L. 2020, c.74 permit authorities and boards of education to seek approval from the Local Finance Board to issue refunding bonds for the cost of COVID-19 expenditures incurred for the immediate preparation, response, recovery, and restoration of public services. The refunding bond issuance shall not exceed five years.

Approved: Melanie R. Walter, Director

Document	Internet Address
P.L. 2020, c.74	https://www.njleg.state.nj.us/2020/Bills/PL20/74_.PDF
COVID-19 Special Emerg. Certification	https://www.nj.gov/dca/divisions/dlgs/programs/mc_bud_docs/Certification%20for%20COVID-19%20Special%20Emergency.xlsx

EXECUTIVE ORDER NO. 190

WHEREAS, in light of the dangers posed by Coronavirus disease 2019 ("COVID-19"), I issued Executive Order No. 103 on March 9, 2020, the facts and circumstances of which are adopted by reference herein, which declared both a Public Health Emergency and State of Emergency; and

WHEREAS, through Executive Order Nos. 119, 138, 151, 162, 171, 180, and 186, issued on April 7, 2020, May 6, 2020, June 4, 2020, July 2, 2020, August 1, 2020, August 27, 2020, and September 25, 2020, respectively, the facts and circumstances of which are adopted by reference herein, I declared that the COVID-19 Public Health Emergency continued to exist and declared that all Executive Orders and Administrative Orders adopted in whole or in part in response to the COVID-19 Public Health Emergency remained in full force and effect; and

WHEREAS, in accordance with N.J.S.A. App. A:9-34 and -51, I reserve the right to utilize and employ all available resources of State government to protect against the emergency created by COVID-19; and

WHEREAS, as COVID-19 continued to spread across New Jersey and an increasing number of individuals required medical care or hospitalization, I issued a series of Executive Orders pursuant to my authority under the New Jersey Civilian Defense and Disaster Control Act and the Emergency Health Powers Act, to protect the public health, safety, and welfare against the emergency created by COVID-19, including Executive Order Nos. 104-133, Nos. 135-138, Nos. 140-166, Nos. 168-173, No. 175, Nos. 177-181, No. 183, Nos. 186-187, and No. 189 (2020), the facts and circumstances of which are all adopted by reference herein; and

WHEREAS, in response to the COVID-19 pandemic, on March 13, 2020, the Federal Communications Commission issued a request for the nation's telephone companies and internet providers to pledge to "Keep America Connected" and, among other things, not terminate service due to inability to pay because of disruptions caused by COVID-19 through June 30, 2020; and

WHEREAS, to protect the health, safety, and welfare of New Jersey residents by, among other things, reducing the rate of community spread of COVID-19, I issued Executive Order No. 104 on March 16, 2020, the facts and circumstances of which are also adopted by reference herein, which established statewide social mitigation strategies for combatting COVID-19, including the closure of all public, private, and parochial preschool program premises, and elementary and secondary schools, including charter and renaissance schools, to students and the cessation of in-person instruction at all private and public institutions of higher education; and

WHEREAS, to further limit community spread from person-to-person contact through use of social mitigation measures, Executive Order No. 107 (2020) required all public, private, and parochial preschool program premises, and elementary and secondary schools, including charter and renaissance schools, to continue to remain closed to students, required all public and private institutions of higher education to continue to cease in-person instruction, and mandated that all businesses or non-profits in the State accommodate their workforce, wherever practicable, for telework or work-from-home arrangements; and

WHEREAS, on March 19, 2020, the New Jersey Board of Public Utilities ("BPU") issued an order, Dkt. No. E020030254, emphasizing the critical need to maintain essential services for

New Jersey residents throughout the pandemic, and permitting broadband internet providers to continue to establish new connections and repair existing service for homes with school-aged children, those in need of internet access to meet job requirements, or other priority customers; and

WHEREAS, Executive Order No. 126 (2020) prohibited cable and telecommunications providers that provide residential internet and voice services to New Jersey residents from terminating such internet and voice service due to nonpayment to ensure that residents maintained sufficient residential internet and voice services to work and further their education in a home environment; and

WHEREAS, recognizing that access to heat, power, and clean water are essential to New Jersey residents as they stay, work, and learn at home in response to COVID-19, all gas and electric utilities in the State, as well as all privately and publicly owned water systems, have voluntarily suspended service shutoffs due to nonpayment through October 15, 2020; and

WHEREAS, given the prior decreases in the rate of reported new cases of COVID-19 in New Jersey, including an ongoing reduction in the total number of individuals being admitted to hospitals for COVID-19, the State has taken steps to lift certain restrictions that were designed to limit person-to-person contact; and

WHEREAS, the ongoing risks presented by COVID-19 mean that many of the State's current measures must remain in place, both to reduce additional new infections and to save lives; and

WHEREAS, after consultation with officials from the Department of Health, I announced a multi-stage New Jersey's Road Back Plan (the "Plan") for the methodical and strategic reopening of businesses and activities based on scientific data and metrics

concerning the level of disease transmission risk and essential classification; and

WHEREAS, the Department of Education has found that reopening schools for in-person instruction is critical in facilitating the social and emotional health of students and providing educators with the ability to actively participate in student learning, provide feedback, and promote active learning among students on a daily basis; and

WHEREAS, because some school districts may need additional time to properly implement the health and safety precautions necessary to return any portion of the student population to in-person instruction, potentially making it necessary for such district to begin the 2020-2021 school year with remote instruction for all students, on August 13, 2020 I issued Executive Order No. 175, allowing public school districts to begin the school year with full-time remote instruction under certain circumstances; and

WHEREAS, as of October 14, 2020, of the 800 public educational entities that submitted finalized plans to the Department of Education pursuant to Executive Order No. 175, 241 have begun the 2020-2021 school year with all-remote instruction, 434 are utilizing a hybrid plan that incorporates some in-person instruction, 38 have implemented a combination of all-remote and hybrid instruction, and 87 have begun the school year with full in-person instruction; and

WHEREAS, as the Plan is implemented throughout the State, with some students returning to the classroom for in-person instruction, and some businesses are now reopened to employees, clients, and customers, it is appropriate to allow cable and telecommunications providers that provide residential internet and voice services to New Jersey residents to resume discontinuation

of services due to nonpayment, so long as the providers work with their customers to implement repayment plans to mitigate potential financial hardships for residents prior to discontinuing service as a last resort; and

WHEREAS, while providers may resume discontinuing internet and voice services under some circumstances, it remains essential to continue to provide access to residential internet services to households with children attending elementary and secondary schools so that they may continue to receive their education; and

→ WHEREAS, many New Jersey residents continue to experience financial hardship as a result of the Public Health Emergency, which may hinder their ability to make payments for gas, electric, or water services, subjecting them to potential discontinuation of such essential services due to nonpayment after October 15, 2020; and

→ WHEREAS, access to heat, power, and clean water remains essential to all New Jersey residents; and

WHEREAS, the Constitution and statutes of the State of New Jersey, particularly the provisions of N.J.S.A. 26:13-1 et seq., N.J.S.A. App. A: 9-33 et seq., N.J.S.A. 38A:3-6.1, and N.J.S.A. 38A:2-4 and all amendments and supplements thereto, confer upon the Governor of the State of New Jersey certain emergency powers, which I have invoked;

NOW, THEREFORE, I, PHILIP D. MURPHY, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby ORDER and DIRECT:

→ 1. No gas or electric public or municipal utility or privately or publicly owned water system shall discontinue any gas, electric, or water service to New Jersey residents, which

includes all residential accounts and any accounts primarily serving residential customers, due to nonpayment unless the disconnection is to prevent or ameliorate a risk to public health or safety.

2. No gas or electric public or municipal utility or privately or publicly owned water system shall collect any fee or charge imposed for late or otherwise untimely payments or service reconnections that have accrued, and will continue to accrue, during the Public Health Emergency.

→ 3. Any gas or electric public or municipal utility or privately or publicly owned water system that serves New Jersey residents shall, at no cost to the customer, reconnect any gas, electric, or water service at any occupied residence, which includes all residential accounts and any accounts primarily serving residential customers, that was discontinued due to nonpayment after the social distancing measures went into effect pursuant to Executive Order No. 104 on March 16, 2020, including where the disconnection was for unpaid bills incurred prior to the current Public Health Emergency, so long as maintaining the disconnection is not necessary to prevent a risk to public health and safety.

4. No cable or telecommunications provider that provides residential internet and voice services to New Jersey residents shall terminate such internet and voice service due to ~~nonpayment~~ before November 15, 2020.

5. Before disconnecting residential internet and voice services to New Jersey residents that have an existing account with the cable or telecommunications provider as of the effective date of this Order due to nonpayment after the date established in Paragraph 4 of this Order, after the required notice of

discontinuance is sent to the customer, the cable or telecommunications provider shall offer to enroll customers in an interest free payment plan of at least twelve equal monthly installments that includes any outstanding balance due and owing, as well as the ongoing balance for any services provided during the payment plan period, provided that nothing in this provision prevents a customer from requesting a shorter payback period.

6. A cable or telecommunications provider may provide additional flexibility to customers by offering a combined payment and payment forgiveness plan, involving forgiveness of at least 50% of the outstanding principal, in lieu of a twelve-month payment plan required by paragraph 5 of this Order, solely upon consent of the customer by written or recorded verbal communication, pursuant to a policy approved in writing by the BPU.

7. No cable or telecommunications provider shall discontinue residential internet and voice services to New Jersey residents entered into a payment plan pursuant to paragraphs 5 or 6 of this Order so long as the customer makes timely payments under the payment plan selected by the customer.

8. No cable or telecommunications provider shall require a down payment or deposit to enroll a customer in a payment plan pursuant to Paragraphs 5 through 7 of this Order.

9. No cable or telecommunications provider may disconnect the internet service provided to a residential account that is in effect as of the effective date of this Order that one or more school-aged children utilize for educational purposes. Prior to terminating internet service, a provider must ask the customer, either in writing or through a recorded verbal communication, whether the internet service is being used by a school-aged child for education purposes. If the customer answers in the

affirmative, then the provider shall not disconnect the internet service provided to that residential account; provided that nothing in this Order prohibits a cable or telecommunications provider from implementing a policy of continuing to provide residential internet and voice services to all customers in New Jersey subject to approval from the BPU.

10. Where internet service has been disconnected for a residential account and there has been a change of circumstances such that one or more school-aged children will be using the account for educational purposes, the provider shall, upon notification by a customer of such a change of circumstances, take immediate steps to reestablish service to that residential account. The provider shall develop and implement a process for customers to obtain reestablishment of services in those circumstances pursuant to a policy approved in writing by the BPU and shall provide notice of that policy in writing to all customers prior to the disconnection of internet services and on its website.

11. A cable or telecommunications provider that provides residential internet and voice services to New Jersey residents pursuant to paragraphs 9 and 10 may downgrade or otherwise reduce the quality of residential internet services only if acting pursuant to a policy approved in writing by the BPU as long as this Order remains in effect.

12. No cable or telecommunications provider shall seek to impose or collect any late fees, penalties or other reconnection costs on customers affected by the Public Health Emergency as a condition of maintaining service.

13. To the degree that they are inconsistent with this Order, the provisions of N.J.A.C. 14:3-3A.1a(3)-(4) and -3A.5 are suspended for the duration of the Public Health Emergency. Any provisions of these regulations that are not inconsistent with this Order remain in full force and effect.

14. To the degree that they are inconsistent with this Order, the provisions of N.J.S.A. 40:14A-21; N.J.S.A. 40:14B-41 and -42; N.J.S.A. 40A:26A-12; N.J.S.A. 40A:31-12 are suspended for the duration of the Public Health Emergency. Any provisions of these statutes that are not inconsistent with this Order remain in full force and effect.

15. Any actions taken by the BPU pursuant to this Order shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

16. Executive Order No. 126 (2020) is hereby superseded to the extent inconsistent with this Order.

→ 17. It shall be the duty of every person or entity in this State or doing business in this State and of the members of the governing body and every official, employee, or agent of every political subdivision in this State and of each member of all other governmental bodies, agencies, and authorities in this State of any nature whatsoever, to cooperate fully in all matters concerning this Executive Order, and to cooperate fully with Administrative Orders issued pursuant to this Order.

✂ 18. No municipality, county, or any other agency or political subdivision of this State shall enact or enforce any order, rule, regulation, ordinance, or resolution which will or might in any way conflict with any of the provisions of this Order, or which will or might in any way interfere with or impede its achievement.

Interoffice Memo

TO: Mayor & Council

FROM: Sylvia Eryan-Hawileh, CFO

DATE: October 17, 2020

Cc: Municipal Clerk

SUBJECT: 2020 Best Practices Inventory

Attached to this memorandum is a copy of Local Finance Notice 2020-20, dated September 22, 2020, regarding the CY 2020/SFY 2021 Best Practices Inventory. Also attached is a copy of the completed inventory for Englishtown Borough which is required to be submitted to the State by November 3, 2020. The Chief Financial Officer is required to certify the results and submit the inventory form to the Division of Local Government Services.

The process requires the following: First, the "chief administrative officer, the Mayor" for the Borough must sign the Inventory. Second, the completed Best Practices Inventory must be listed on a Borough Council Meeting agenda as an item for discussion, and the Municipal Clerk certification that the Inventory and results were discussed publicly. Lastly, it is a requirement that the Borough Council meeting minutes specifically reference the Inventory results and the certification by the chief administrative and financial officers.

There are a total of 60 questions of which 31 are unscored and 29 scored questions.. Municipalities must receive a minimum score of 16 or greater in order to receive 100% State Aid this year. Highest possible to score to obtain is 24.5.

The Borough of Englishtown has obtained a score of 20 and will receive 100% State Aid..

With any questions.....please contact me prior to the meeting.

Thank you.

19. Penalties for violations of this Order may be imposed under, among other statutes, N.J.S.A. App. A:9-49 and -50.

→ 20. This Order shall take effect immediately and shall remain in effect until March 15, 2021.

GIVEN, under my hand and seal this
15th day of October,
Two Thousand and Twenty, and
of the Independence of the
United States, the Two
Hundred and Forty-Fifth.

[seal]

/s/ Philip D. Murphy

Governor

Attest:

/s/ Matthew J. Platkin

Chief Counsel to the Governor..

Interoffice Memo

TO: Mayor & Council

FROM: Sylvia Eryan-Hawileh, CFO

DATE: October 17, 2020

Cc: Municipal Clerk

SUBJECT: 2020 Best Practices Inventory

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LFN 2020-20

September 22, 2020

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Phillip D. Murphy
Governor

Lt. Governor Shella Y. Oliver
Commissioner

Melanie R. Walter
Director

2020 Municipal Best Practices Inventory

Language authorizing the Best Practices Inventory is included in the Governor's FY2021 State Budget. In anticipation of its inclusion in the final Appropriations Act, as has occurred in prior years, the Division of Local Government Services ("Division") has promulgated an updated Best Practices Inventory to all municipalities, through which the State obtains vital information about the status of municipal government practices in New Jersey. The 2020 Inventory assesses each municipality's compliance with various laws and evaluates implementation of fiscal and operational best practices. Inventory answers provide taxpayers an additional means of evaluating their municipality's performance.

The Inventory also identifies areas where municipalities may require further technical assistance. Furthering this objective, the Inventory contains an unscored survey section soliciting information on a variety of topics. For example, one question what area of municipal operations has been most strained by the COVID-19 pandemic, while another asks about the degree of negative impact COVID-19 has had on municipal finances.

All municipalities, including those on a State Fiscal Year budget cycle, must submit their completed Inventory to the Division by close of business Tuesday November 3, 2020. Due the ongoing COVID-19 pandemic, the Division strongly recommends completing and filing the Inventory as soon as possible so technical or substantive issues can be resolved in a timely fashion.

Furthering the Division's implementation of technology solutions, the Best Practices Inventory continues to be hosted on the internet-based platform debuted last year for the 2019 Inventory. Click on <https://njdca.dynamics365portals.us/> to access the platform sign-in page. Please review the detailed step-by-step instructions on completing and submitting the Best Practices Inventory before accessing the platform. A helpful FAQ document concerning log-in and access is also provided.

As in prior years, the Division must determine whether some portion of a municipality's CMPTRA and ETR Aid will be withheld based on the results of its Inventory. The municipality's final formula aid payment represents the maximum amount of aid that is subject to withholding.

Question Content and Scoring

The 2020 Best Practices Inventory features new and repeat questions on the following topics:

- Personnel
- Budget
- Financial Administration
- Capital Projects
- Transparency
- COVID-19 Response
- Procurement
- Cybersecurity
- Shared Services
- PILOTs & Ratables
- Opportunity Zones
- Liquor Licensing
- Environment
- Planning & Economic Development

A total of 60 questions are distributed amongst three scoring categories: Core Competencies (20 questions), Best Practices (9 questions), and Unscored Survey (31 questions¹). Each municipality must receive a minimum score of 16 on the Inventory to receive its full Final Aid payment.

Core Competencies address statutory and regulatory compliance obligations and other areas critical to sound municipal finance and operations. These questions score 1 point each, with positive credit awarded for "Yes" answers as well as "Prospective" and "N/A" responses when permitted by the question. Answers of "Prospective," which apply to new questions, should only be used when a municipality is committed to making good faith efforts to implement the practice in the upcoming year.

The 2020 Inventory also includes a Best Practices category, which involve fiscal and operational practices that are of significant benefit to many municipalities but not foundational in nature, or uniformly applicable to all municipalities. All questions in the Best Practices category are worth one-half (1/2) point, with positive credit awarded for "Yes" answers as well as "N/A" responses when permitted by the question. Please note that "Prospective" responses are not permitted responses under the Best Practices category.

Answers of "N/A" are only appropriate if a specific requirement does not apply to a given municipality; however, please note that some questions limit "N/A" responses to certain circumstances. Municipalities answering "N/A" should provide an explanation in the Comment space as to why the question is not applicable.

There is a total of 29 scored questions (Core Competencies + Best Practices) for a total of 24.5 points.

The thresholds for aid withholding are as follows:

Inventory Score	Final Payment Amount Disbursed	Impact on final 5% aid payment
16 and greater	100%	No withholding
12-15	75%	Lose 25% of final CMPTRA & ETR payment
8-11	50%	Lose 50% of final CMPTRA & ETR payment
0-7	0%	Lose 100% of final CMPTRA & ETR payment

¹ Two unscored survey questions are divided into multiple subparts to facilitate data tabulation.

Questions in the Best Practices category are considered “extra credit” because the Inventory’s scoring threshold is based on the number of Core Competencies for which the Division determined a municipality should earn positive credit, rather than Core Competencies + Best Practices combined. Thus, positive credit for Best Practices questions helps offset Core Competencies for which a municipality does not earn positive credit.

Unscored Survey questions, first featured on last year’s Inventory, are meant to gather information and do not count toward a municipality’s final score, although their completion is a required component of the Inventory. Answers to these questions will help determine where municipalities may require additional assistance and where the Division of Local Government Services and the Department of Community Affairs may need to prioritize technical assistance resources. Responses vary from “Yes/No” to multiple-choice to fill-in.

The Division has introduced a total of nine (9) new scored questions to the 2020 Inventory, covering topics such as capital ordinances, investment policies, and the review of boilerplate language in bid or RFP documents.

The Division is also pleased to announce that certain questions asked in prior years have been retired from this year’s Inventory because the Division is satisfied that municipalities have embraced the obligations contained therein, achieving virtually uniform adoption. Examples of such questions include:

- Evaluating compliance with the Diane B. Allen Equal Pay Act.
- Review of policies concerning use of criminal history in making personnel decisions.
- Maintaining centralized employee records.

Thank you for your cooperation in these areas. Much progress has been made state-wide.

The Unscored Survey questions primarily emphasize Shared Services, Environment, and Planning and Economic Development. If your municipality can affirmatively answer Question 50, which pertains to known Opportunity Zone tax incentive projects, please complete and upload the Opportunity Zone Project Status Spreadsheet (an upload file button will appear for the question).

Completing and Submitting the Inventory

A municipality must answer all questions before the Best Practices platform will permit submitting the Inventory. Certain questions require information to be typed into the Comment section before the online platform counts the question as completely answered. Please refer to the Instructions for further details. Failing to submit the Inventory is deemed equivalent to a zero score.

The municipality’s Chief Finance Officer and Chief Administrative Officer must both certify the Inventory using the Online Platform. The Chief Administrative Officer is an individual who, regardless of title, is responsible for the municipality’s day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whichever individual (e.g. municipal clerk, chief financial officer) is responsible for running day-to-day operations. Every municipality has a Chief Administrative Officer.

The Municipal Clerk must certify that the Inventory and the results thereof were or will be discussed at a public meeting, inserting the date on which the meeting was or will be held; the inventory results and the certification of same by the chief administrative and financial officers

referenced in the meeting minutes. Municipal Clerks likewise make their certification using the online platform and do not file a separate certification document. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality's Best Practices Inventory response. Please do not wait for the Best Practices Inventory to be discussed at a governing body meeting before submitting the Inventory.

State Fiscal Year municipalities have the same Monday November 3 deadline as Calendar Year municipalities.

Appeals of Best Practices Scores

A municipality may appeal its score to the Director on or before the submission deadline, but not before submitting their Best Practices Inventory. Appeals must be submitted by close of business Tuesday November 3, 2020 via email to bestpractices@dca.nj.gov with the heading "Best Practices Appeal". The Director may exercise discretion upon finding that a municipality's individual circumstances so warrant. Municipalities that wish to submit an appeal should do so in conjunction with their Inventory submission.

Approved: Melanie R. Walter, Director

Document	Internet Address
Governor's FY21 Budget	https://www.nj.gov/treasury/omb/publications/21budget/pdf/FY21GBM.pdf
Best Practices Platform	https://njdca.dynamics365portals.us/
Instructions for Best Practices Platform	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/BPI%20Online%20Platform%20Instructions%20-%202020.pdf
Log-In & Access FAQ	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/BPI%20Log-In%20&%20Access%20FAQ%20-%202020.pdf
Opportunity Zone Status Spreadsheet	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/OZ%20Best%20Practices%20Survey%20Form.xlsx
BPI Question List	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/2020%20Best%20Practices%20Inventory%20Questions.xlsx

2020 Best Practices Inventory Online Platform

Englishtown Borough

Printable Current Answers

001	Core Competencies	Personnel	
<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>			[1.00] Yes
002	Core Competencies	Personnel	
<p>Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>			[1.00] Yes Comment: 1/2/2020
003	Core Competencies	Budget	
<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>			[1.00] Yes
004	Core Competencies	Budget	
<p>Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?</p>			[1.00] N/A

005	Core Competencies	Budget	
Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?			[1.00] Yes
006	Core Competencies	Financial Administration	
The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?			[1.00] Yes
007	Core Competencies	Capital Projects	
Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?			[1.00] Yes
008	Core Competencies	Capital Projects	
If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.			[1.00] Yes
009	Core Competencies	Transparency	
Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?			[0.00] No
010	Best Practices	Transparency	
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?			[0.50] Yes Comment: Police Department has social media account

011	Core Competencies	Procurement	
Do your municipality's professional services contracts include a "not to exceed" amount?			[1.00] Yes
012	Best Practices	Procurement	
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?			[0.50] N/A
013	Best Practices	Procurement	
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?			[0.50] N/A
014	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[0.00] No
015	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?			[0.00] No
016	Core Competencies	Ratables/PILOTs	
Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?			[1.00] N/A

017	Best Practices	Environment
<p>If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.</p>		<p>[0.00] No</p> <p>Comment: The Borough utilize storm water management facilities, landscaping and pervious coverage, to reduce runoff at major subdivisions and site plan projects.</p>

018	Core Competencies	Financial Administration
<p>Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?</p>		<p>[1.00] Yes</p>

019	Best Practices	Budget
<p>Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.</p>		<p>[0.50] Yes</p>

020	Core Competencies	Budget
<p>Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.</p>		<p>[1.00] N/A</p>

021	Core Competencies	Capital Projects	
<p>Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?</p>			[1.00] Yes

022	Best Practices	Financial Administration	
<p>Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?</p>			[0.50] Yes

023	Best Practices	Budget	
<p>Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.</p>			[0.50] Yes

024	Best Practices	Personnel	
<p>In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?</p>			[0.50] Yes

025	Best Practices	Personnel	
<p>Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?</p>			[0.50] Yes

026	Core Competencies	Procurement	
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?			[1.00] Yes
027	Core Competencies	Transparency	
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?			[0.00] No
028	Core Competencies	Transparency	
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.			[1.00] Yes
029	Core Competencies	Cybersecurity	
Does your municipality perform off-network daily incremental backups with weekly full backups of all data?			[1.00] Yes
030	Unscored Survey	COVID-19 Response	
How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.			[0.00] Moderately

031	Unscored Survey	COVID-19 Response
<p>Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs impacted by COVID-19 related spending reductions. If the answer is no, insert None under Comments.</p>		<p>[0.00] No Comment: None</p>

032	Unscored Survey	COVID-19 Response
<p>Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.</p>		<p>[0.00] No Comment: \$0.00</p>

033	Unscored Survey	COVID-19 Response
<p>Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.</p>		<p>[0.00] Public Safety</p>

034	Unscored Survey	COVID-19 Response
<p>In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic?</p>		<p>[0.00] Public Safety</p>

035	Unscored Survey	COVID-19 Response
<p>Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.</p>		<p>Comment: Conduct Business Through a window.</p>

036	Unscored Survey	COVID-19 Response
<p>Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.</p>		<p>[0.00] No Comment: N/A</p>

037	Unscored Survey	Alcoholic Beverage Licensing
Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g. bars) been sold in your municipality by private sale during 2019 and 2020? If yes, please state the date of sale along with sale price for each license under Comments. If no, please insert the number zero under Comments.		[0.00] Yes Comment: Sales date 7/1/2020 and approved on 10/28/2020 for \$130,000.00

038(a)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police		[0.00] No

038(b)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire		[0.00] No

038(c)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch		[0.00] No

038(d)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works		[0.00] No

038(e)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health		[0.00] No

038(f)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement

[0.00] No

039

Unscored Survey

Shared Services

Does your municipality handle the entirety of its public safety and emergency dispatching with its own employees? If Yes, please indicate in the Comments what, if anything, has been done to explore a more regional approach to dispatch along with any barriers. If the answer is No, please list under Comments the other local government entities and/or private entity and the dispatching services each provides for the municipality.

[0.00] No

Comment: Has
dispatching with
Monmouth County

040(a)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (a) Chief Financial Officer

[0.00] No

Comment: N/A

040(b)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (b) Tax Collector

[0.00] No

Comment: N/A

040(c)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (c) Tax Assessor

[0.00] No

Comment: N/A

040(d)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (d) Municipal Clerk

[0.00] No

Comment: N/A

040(e)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer

[0.00] No

Comment: N/A

040(f)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent

[0.00] No

Comment: N/A

040(g)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (g) Certified Public Works Manager

[0.00] No

Comment: N/A

040(h)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (h) Public Works Superintendent

[0.00] No

Comment: N/A

041

Unscored Survey

Shared Services

If the answer to any subpart in Question 40 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments the position or positions where an agreement resulted in the dismissal of a tenured official. If no or N/A, please also insert No or N/A under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] N/A

Comment: N/A

042

Unscored Survey

Environment

How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. For projects with definite but ancillary stormwater runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

Comment: The
FCOA code is 26.
For 2020 Budget is
\$14800.00 For 2019
Budget is \$4800.00

043	Unscored Survey	Environment	
<p>Please list which projects in your municipality's most recent adopted capital budget, if any, are associated with stormwater management. State "None" if no project fits this criteria or "N/A" if your municipality has not adopted a capital budget in the most recent fiscal year.</p>			Comment: None

044	Unscored Survey	Environment	
<p>Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer to the above is "No", please explain under Comments the reason(s) why your municipality is not currently pursuing the creation of a stormwater utility.</p>			<p>[0.00] No</p> <p>Comment: Prohibited based on the numbers of size of town and number of sites to justify the creation of utility.</p>

045	Unscored Survey	Environment	
<p>What type of residential recycling program does your municipality have? Select only one.</p>			[0.00] Single-stream

046	Unscored Survey	Environment	
<p>Has your residential recycling program changed from single-stream to dual-stream in the past two years?</p>			[0.00] No

047	Unscored Survey	Environment	
<p>If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?</p>			[0.00] No

048	Unscored Survey	Environment	
<p>Is recycling in your municipality picked up utilizing a truck with an automated single-arm?</p>			[0.00] No

049	Unscored Survey	Opportunity Zones	
<p>Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.</p>			[0.00] N/A

050	Unscored Survey	Opportunity Zones	
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			Comment: N/A
051	Unscored Survey	Planning & Econ. Devt.	
Does your municipality have a minimum lot size requirement of one acre or more for new residential development?			[0.00] Yes
052	Unscored Survey	Planning & Econ. Devt.	
Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?			[0.00] Yes
053	Unscored Survey	Planning & Econ. Devt.	
Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?			[0.00] Yes
054	Unscored Survey	Planning & Econ. Devt.	
Does your municipality have an urban growth or containment ordinance or policy in place?			[0.00] No
055	Unscored Survey	Planning & Econ. Devt.	
Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?			[0.00] No
056	Unscored Survey	Planning & Econ. Devt.	
Does your municipality currently have a ban on mobile homes?			[0.00] No

057	Unscored Survey	Planning & Econ. Devt.
Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?		[0.00] No
058	Unscored Survey	Planning & Econ. Devt.
Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?		[0.00] Yes
059	Unscored Survey	Planning & Econ. Devt.
Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?		[0.00] No
060	Unscored Survey	Planning & Econ. Devt.
Please describe the general attitude of your residents toward additional affordable housing development? (Select only one answer)		[0.00] Favorable

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October 21, 2020

Mayor Reynolds
Englishtown Borough Council
Peter Gorbaturk
Lisa Langlois

15 Main St.
Englishtown NJ, 07726

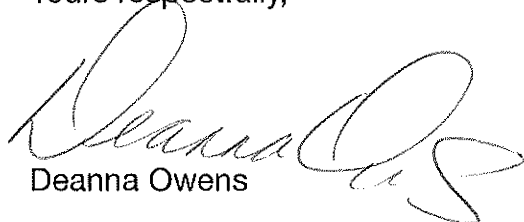
Dear Mayor & Town Council,

Please accept this letter of resignation from the position of Deputy Court Administrator for Englishtown Municipal Court. My last day will be Friday, November 6, 2020.

This was not an easy decision, because I am grateful for the rewarding employment that I have had with Englishtown Municipal Court. It has been my great pleasure working with Lisa Langlois and Judge Newman. But after hours of consideration, my decision is now final and I have accepted a Deputy Court Administrator position with Long Branch Municipal Court.

I would be glad to offer to assist Lisa and Englishtown Court in the future in any way that I can.

Yours respectfully,


Deanna Owens

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**Amended Agenda
September 23, 2020
6:30 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: 1. Computers or Upgrades
2. Payroll Tax Deferral Sept. 1, 2020 – Dec. 31, 2020
3. Adjournment

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

1. Meeting Called to Order and Roll Call
2. Statement of Compliance with Sunshine Law
3. Moment of Silence and Salute to the Flag
4. Approval of Minutes: August 26, 2020
Executive: August 26, 2020
5. Committee Reports
6. Correspondence
7. Open Public Portion/Limited to Agenda Items Only
Limited to Five (5) Minutes per citizen to be determined at Borough
Council's discretion. Any and all situations regarding Borough Personnel,
when names are implied or mentioned, are to be brought to the full attention
of the Council through an appointment and subsequent disclosure through
the Personnel Committee.
8. New Business:
 - A. Resolution No. 2020-110
Authorizing an Accelerated Tax Sale to be Held in Accordance to
The Rules and Regulations Pursuant to N.J.S.A. 54:5-19
 - B. Resolution No. 2020-111
Payment of Borough Bills

- C. Resolution No. 2020-112
 Recinding Resolution No. 2020-099 Transfer of Retail
 Consumption Liquor License
 - D. Resolution No. 2020-113
 Authorizing Person to Person and Place to Place Transfer of
 Plenary Retail License.
 - E. Resolution No. 2020-114
 Resolution Appointment of Class II Special Law Enforcement
 Officer
- 9. Tax Collector's Report August, 2020
 - 10. Public Portion
 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 implies or mentioned, are to be brought to the full attention
 of the Council through an appointment and subsequent disclosure through
 the Personnel Committee.
 - 11. Executive Session
 - 12. Adjournment

The meeting was called to order by Mayor Reynolds at 6:31 P.M.

Roll Call: Present: C/Francisco, C/Mann, C/Marter, C/Robilotti, C/Wojyn Also present were Municipal Clerk Peter Gorbatuk, Deputy Municipal Clerk Laurie Finger, CFO Sylvia Eryan-Hawileh, Mayor Tom Reynolds, and Attorney Joseph Youssouf. Excused, C/Krawiec. There were also two (5) remote participants.

Mayor Reynolds stated 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. Thus this meeting tonight is deemed in compliance with the Open Public Meetings Act.

There was a moment of silence and salute to the flag.

Approval of Minutes

There being no corrections, deletions or additions, a motion to approve the August 26, 2020 meeting minutes by C/Robilotti and Seconded by C/Krawiec.

Roll Call: Ayes: C/Francisco, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nayes: None
Abstain: None
Absent: C/Krawiec

Committee Reports:

Code Enforcement, Public Health, Public Events

Councilman Francisco reported read Police report at this time.

Technology

Councilman Marter reported website is 85% increase in traffic.

Legislative, Insurance & Licenses

Councilman Marter reported no report at this time.

Public Safety

Councilman Wojyn reported: Reads Police report for July 2020.

Public Utilities

Councilwoman Krawiec reported: Absent.

Public Buildings & Grounds

Councilman Mann no report at this time.

Administration, Finance & Personnel

Councilwoman Robilotti no report at this time.

Correspondence

Peter Gorbaturk Municipal Clerk reported: The Monthly Budget Report for August 2020 was received and is on file in the Municipal Clerks office..

Town Planner Calendar for 2021 request was received. C/Wojyn is getting dates for upcoming events during 2021.

At this time, Rich Thompson Borough Code Official mentioned he had received his ordered equipment and would like to have our code on the Borough web site for easy access. C/Wojyn will look into this and an e-mail address. John Marini also needs a phone extension.

Mayor Reynolds stated to send to Municipal Clerk what needs to be updated.

Public Portion – Agenda Items

Mayor Reynolds opens the floor to the public discussion limited to agenda items only.

Motion by C/Robilotti and Second by C/Mann.

There being no questions or comments, a motion to close the public portion was offered by C/Robilotti and seconded by C/Mann.

New Business:

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-110

RESOLUTION AUTHORIZING AN ACCELERATED TAX SALE TO BE HELD IN
ACCORDANCE TO THE RULES AND REGULATIONS PURSUANT TO N.J.S.A.
54:5-19

WHEREAS, according to the amended regulations set forth in N.J.S.A. 54:5-19 et seq., all taxes and municipal water and sewer, and other lienable charges payable through the eleventh day of the eleventh month of the current fiscal year shall be subject to tax sale and offered for sale of lien to the lowest bidder or highest premium bidder at a tax sale to be held on December 17, 2020 at 11:00 A.M., at the Borough of Englishtown Municipal Building, 15 Main Street Englishtown, New Jersey; and

WHEREAS, there are delinquencies appearing in the records of the Borough of Englishtown for monies levied on the owners of record as they appear in the official tax list filed in the office of the Collector of Taxes of the Borough of Englishtown, as well as listings from the Borough of Englishtown Municipal Water and Sewer 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 Tax Collector of the municipality be and is hereby authorized, to hold a Tax Sale for taxes, water and sewer arrears for properties located in our municipality on December 16, 2015, with official notices of sale being advertised and notice the owners of record according to the requirement of N.J.S.A. 54:5-19 et seq.

Offered By: C/Robilotti

Seconded By: C/Marter

Roll Call: Ayes: C/Francisco, C/Mann, C/Marter, C/Robilotti, C/Wojyn

Nays: None

Abstain: None

Absent: C/Krawiec

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-111

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 \$766,028.75 are hereby authorized to be paid on September 23, 2020.
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.

Offered by: C/Robilotti

Seconded by: C/Mann

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: C/Krawiec

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-112

RECINDING RESOLUTION NO. 2020-099 TRANSFER OF RETAIL CONSUMPTION
LIQUOR LICENSE

WHEREAS the Borough Council authorized a Person to Person Transfer in Resolution No. 2020-099; and

WHEREAS, the State of New Jersey ABC deemed Resolution No. 2020-099 incomplete as a Place to Place needs to be authorized in the Transfer Resolution ;

WHEREAS, the Mayor and Council wishes to rescind Resolution No. 2020-099.

NOW, THEREFORE, BE IT RESOLVED by the Englishtown Borough Council that the person to person transfer of a plenary retail distribution liquor license from Village Center Holdings II LLC to Yorktown Discount Wines & Spirits, LLC, is rescinded.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be provided by the Borough Clerk to the Borough CFO, the Police Chief, the Applicant, and the Borough Attorney.

Offered By: C/Robilotti

Seconded By: C/Marter

Roll Call: Ayes: C/Francisco, C/Krawiec, C/Mann, C/Marter, C/Robilotti,
Nays: None
Abstain: None
Absent: C/Krawiec

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-113

TABLED UNTIL OCTOBER 28 MTG

AUTHORIZING PERSON TO PERSON AND PLACE TO PLACE TRANSFER OF
PLENARY RETAIL LICENSE

WHEREAS, an application has been filed for a person to person, place to place transfer of Plenary Retail Consumption License 1312-33-003-012, heretofore issued to Village Center Holdings II LLC for premises located at 227 Route 33, Building 2, Unit 7, Manalapan, New Jersey 07726; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

NOW, THEREFORE, BE IT RESOLVED , that the Borough of Englishtown does hereby approve, effective September 23, 2020, the place to place transfer of the aforesaid Plenary Retail Consumption License from its former location at 227 Route 33, Building 2, Unit 7, Manalapan to Yorktown Discount Wines and Liquors LLC 14 Wilson Avenue Units 5-6, Englishtown, NJ 07726, and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to premises located at 14 Wilson Avenue Units 5-6, Englishtown, effective September 23, 2020".

Offered by: C/Mann

Seconded by: C/Marter

Roll Call: Ayes: C/Francisco, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: C/Krawiec

BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-114

APPOINTMENT OF CLASS II
SPECIAL LAW ENFORCEMENT OFFICER

WHEREAS, there is a need to hire a part-time Class II Special Law Enforcement Officer; and

WHEREAS, the Chief of Police has recommended Tatiana Domingo of Manalapan, N.J. for the position and have offered her a conditional offer of employment, Resolution No. 2020-106, on August 26, 2020 and

WHEREAS, the appointment was conditional upon Tatiana Domingo passing a background investigation, psychological evaluation, physical examination, drug testing by urinalysis, firearms qualifications and understanding that the Borough of Englishtown will require reimbursement by Tatiana Domingo to the Borough of Englishtown for any funds paid to any municipality or county if brought about in accordance with N.J.S.A. 40A:14-178, all of which have been met; and

WHEREAS, Tatiana Domingo was sworn in by the Municipal Clerk on August 27, 2020 as a Class II Special Law Enforcement Officer for the Borough of Englishtown.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that Tatiana Domingo is hereby appointed Class II Special Law Enforcement Officer for the Borough of Englishtown as follows;

1. Appointment is effective August 27, 2020.
2. Salary is effective August 27, 2020 in the amount of \$15.00 per hour, paid semi- monthly per the salary ordinance.
3. That said appointment is probationary for one year and said probation shall culminate on August 26, 2021.
4. That said appointment is for the remainder of this calendar year and subject to re-appointment annually.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution be forwarded to the Chief of Police, Chief Financial Officer, The Police Training Commission, the Police Commission, and Tatiana Domingo.

Offered By: C/Robilotti

Seconded By: C/Mann

Roll Call: Ayes: C/Francisco, C/Mann, C/Marter, C/Robilotti, C/Wojyn
Nays: None
Abstain: None
Absent: C/Krawiec

2020-115 OPTING OUT OF GOVERNOR TAX ATTORNEY YOUSSEUF PREPARING RESOLUTION

Mayor Reynolds read the tax report:

Tax Collectors Report –August- 2020

August 2020

2021 Taxes Year	\$ 278.58
2020 Taxes Year	1,247,676.43
2019 Special Charges	0.00
Tax Sale Premium	0.00
Outside Lien Redemption	0.00
Interest	268.97
Cost of Sale	0.00
Duplicate Bill Fee	5.00
Net Receipts	0.00
W/S at tax sale	0.00
Total Disbursements	\$1,248,221.98

Public Portion Non Agenda Items Only

Mayor Reynolds opens the floor to the public for discussion limited to non-agenda items only. Motion made by C/Mann, Second by C/Robilotti.

There being no further items to discuss, a Motion to close the public portion Motion made by C/Robilotti, C/Marter. Passed unanimously.

Executive Session:

Mayor Reynolds said there is need for an executive session. Motion by C/Robilotti, and Seconded by C/Mann

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: Personnel,

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 or 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 public 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 the suspension or loss of a license or permit; and

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; and

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 the collective bargaining agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the public be excluded from this portion of the public meeting convened on the 23rd day of September, 2020 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.

Offered By: C/Robilotti

Seconded By: C/Mann

Passed unanimously

The time being 7:59 P.M.

There being no further business in Executive Session, a motion to return to open session was offered by C/Robilotti, seconded by C/Francisco. Passed unanimously.

The time being 7:57 P.M.

Adjournment

There being no further business a motion to adjourn was offered by C/Krawiec seconded by C/Robilotti. Passed unanimously.

The time being 7:58 P.M.

October 28, 2020

Peter Gorbatuk

Approved by Governing Body

Municipal Clerk

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-113**

TABLED FROM SEPTEMBER 23, 2020

**AUTHORIZING PERSON TO PERSON AND PLACE TO PLACE TRANSFER
OF PLenary RETAIL LICENSE**

WHEREAS, an application has been filed for a person to person, place to place transfer of Plenary Retail Consumption License 1312-33-003-012, heretofore issued to Village Center Holdings II LLC for premises located at 227 Route 33, Building 2, Unit 7, Manalapan, New Jersey 07726; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Englishtown does hereby approve, effective September 23, 2020, the place to place transfer of the aforesaid Plenary Retail Consumption License from its former location at 227 Route 33, Building 2, Unit 7, Manalapan to Yorktown Discount Wines and Liquors LLC 14 Wilson Avenue Units 5-6, Englishtown, NJ 07726, and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: "This license, subject to all its terms and conditions, is hereby transferred to premises located at 14 Wilson Avenue Units 5-6, Englishtown, effective September 23, 2020".

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held September 23, 2020.

October 28, 2020.

Peter Gorbaturk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-116**

AUTHORIZATION OF SERVICES

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2,625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Department of Public Works
Leaves/Brush
\$3,020.00

Services From: Sigismondi Greenhouses III
104 Millhurst Road
Manalapan, NJ 07726

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:


Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbaturk, Municipal Clerk

Interoffice Memo

Date: October 7, 2020
To: Mayor & Council
Cc: File, Borough Clerk
From: Sylvia Eryan-Hawileh, CFO 
RE: Certification of Funds

This is to certify that funds are available to pay Sigismondi Greenhouses III, Manalapan NJ an amount not to exceed \$3,020.00 for June to September services for Leaves & Brush. Funds are available in the Recycling Tonnage Grant 2011 Account within the grant Fund Budget. [G-02-40-756-008].

Requisition Order Number: R2000283

Amount of Requisition: \$3,020.00

ENGLISHTOWN BOROUGH


15 MAIN STREET
ENGLISHTOWN, NJ 07726
TEL--(732)446-9235 FAX (732)446-4979

REQUISITION	
NO.	R2000283

S H I P T O	PICK UP
V E N D O R	VENDOR #: SIG333 SIGISMONDI GREENHOUSES III 104 MILLHURST ROAD MANALAPAN, NJ 07726

ORDER DATE: 10/02/20
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	LEAVES/BRUSH JUN-SEPT 2020	G-02-40-756-008 Recycling Tonnage Grant-2011	3,020.0000	3,020.00
			TOTAL	3,020.00


REQUESTING DEPARTMENT

10/02/2020
DATE

COUNCIL APPROVAL

DATE

Sigismondi Bros Farm

104 Millhurst Road

Manalapan, NJ 07726

732-446-9622

Oct 1, 2020

Bill to: Boro of Englishtown

June-Sept, 2020

755 Yards of leaves/brush-----@\$4.00---\$3020.00

**BOROUGH OF ENGLISHTOWN
RESOLUTION No. 2020-117**

RESOLUTION OF PURCHASES OR SERVICES OVER \$2625.00

WHEREAS, the Borough of Englishtown Council requires that purchases and services over \$2625.00 or more be pre-approved by the Governing Body except in the case of imminent emergency situation; and

WHEREAS, the following itemized request(s) were submitted to the Chief Financial Officer by the respective Committee Chairperson(s) for Council approval; and

WHEREAS, the Chief Financial Officer certifies that appropriate funds are available for the following:

Water Department
Meters / Reader - \$8,881.00

Purchased From:

Allied Meter Service, Inc.
340 East Broad Street Office
P.O. Box 617
Burlington, N.J. 08016

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that the above request(s) is approved for the purchase or order.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:


Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbatuk, Municipal Clerk

Interoffice Memo

Date: October 21, 2020
To: Mayor & Council
Cc: File, Borough Clerk
From: Sylvia Eryan-Hawileh, CFO 
RE: Certification of Funds

This is to certify that funds are available to pay Allied Meter Service, Inc. of Burlington, NJ an amount not to exceed \$8,881.00 for Forty (50) Neptune rebuilt pro read for the Water Department. Funds are available in the Capital Outlay Account within the Water Operating Budget. [0-05-55-511-500].

Requisition Order Number: R1800202

Amount of Requisition: \$8,881.00

ENGLISHTOWN BOROUGH

15 MAIN STREET

ENGLISHTOWN, NJ 07726

TEL (732)446-9235 FAX (732)446-4979

REQUISITION

NO.

R2000301

S
H
I
P

T
O

BOROUGH OF ENGLISHTOWN
15 MAIN STREET
ENGLISHTOWN, NJ 07726

ORDER DATE: 10/19/20
DELIVERY DATE: 10/19/20
STATE CONTRACT:
F.O.B. TERMS:

V
E
N
D
O
R

VENDOR #: ALL498

ALLIED METER SERVICE INC
340 E. BROAD STREET
PO BOX 617
BURLINGTON, NJ 08016

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
50.00	NEPTUNE REBUILT PRO READ	0-05-55-511-500 CAPITAL OUTLAY-Water	150.0000	7,500.00
1.00	POCKET PRO READER	0-05-55-511-500 CAPITAL OUTLAY-Water	1,231.0000	1,231.00
1.00	SHIPPING	0-05-55-511-500 CAPITAL OUTLAY-Water	150.0000	150.00
			TOTAL	8,881.00

REQUESTING DEPARTMENT

DATE

COUNCIL APPROVAL

DATE

Allied Meter Service, Inc.

P.O. Box 617
340 E. Broad Street
Burlington, NJ 08016

Estimate

Date	Estimate #
10/7/2020	2784

Name / Address
BOROUGH OF ENGLISHTOWN 15 MAIN STREET ENGLISHTOWN, NJ 07726

			Project
Description	Qty	Cost	Total
5/8"X3/4" NEPTUNE T10 REBUILT PRO READ W/ TOUCH PAD	50 75	150.00	7500.00 11,250.00
POCKET PRO READER	1	1,231.00	1,231.00
SHIPPING	1	150.00	150.00
		Subtotal	8881.00 \$12,631.00
		Sales Tax (6.625%)	\$0.00
		Total	\$12,631.00

Phone #	Fax #
609-387-8083	609-387-2307

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-118**

**RESOLUTION AUTHORIZING REFUND OF PLANNING BOARD
APPLICATION FEE**

WHEREAS, the Borough of Englishtown Planning Board Secretary, has requested a refund of an application fee for and application which did not come before the Planning Board.; and

WHEREAS, per the Planning Board Secretary, the following application fee should be refunded to

Arch New Home Developers
68 Main Street
Block: 9 Lot: 13
Refund: \$4,050.00

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Englishtown, County of Monmouth, State of New Jersey that in accordance with the request of the Planning Board Secretary, a total refund for the application fee on the above listed property is hereby authorized in the amount of \$4,050.00 to:

Arch New Home Developers
151 Dawn Ct.
Old Bridge, NJ 08857

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Planning Board Secretary and the Chief Financial Officer..

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbaturk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-119**

**RESOLUTION AUTHORIZING THE BOROUGH OF ENGLISHTOWN TO PARTICIPATE
IN INTRA-COUNTY MUTUAL AID AND ASSISTANCE
AGREEMENTS WITH PARTICIPATING UNITS
IN THE COUNTY OF MONMOUTH**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et. Seq., (“Act”) provides that any local governmental unit may enter into a contract with any other local governmental unit to provide or receive any service that each local unit is empowered to provide or receive within its own jurisdiction; and

WHEREAS, mutual aid and assistance agreements between municipalities, counties, law enforcement agencies, police, emergency medical service, fire departments, fire companies, or EMS organizations and fire departments situated in fire districts operated by a Board of Fire Commissioners, are permitted pursuant to N.J.S.A. 40A: 14-26 and 40A: 14-156.1; and

WHEREAS, the President in Homeland Security Directive (HSPD-5), directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (“NIMS”), which would provide a consistent nationwide approach to Federal, State, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, “The New Jersey Civilian Defense and Disaster Control Act” App.A9-33 et. seq., provides for the health, safety and welfare of the people of the State of New Jersey during any emergency by centralizing control of all civilian activities having to do with such emergency giving the Governor control over the resources of each and every political subdivision to cope with any condition that shall arise out of such emergency; and

WHEREAS, The Director of the Division of Fire Safety in the Department of Community Affairs promulgated rules in accordance with the “Fire Service Resource Emergency Deployment Act,” N.J.A.C. 52:14E-11 et. seq., commonly referred to as the “Fire Service Resource Emergency Deployment Regulations” N.J.A.C. 5:75A et. seq.; and

WHEREAS, the Mayor and Council of the Borough of Englishtown deem it to be in the best interests of the Borough of Englishtown to enter into Mutual Aid and Assistance Agreements with governmental entities throughout Monmouth County and all of their departments, authorities, boards, commissions and other functions under the auspices of each participating governmental entity including but not limited to, law enforcement, public works, emergency medical services, emergency management, human services, hazardous materials response units technical or special operations teams, Community Emergency Response Team (“CERT”) members, Medical Reserve Corps (“MRC”) members or other volunteers and other jurisdictions defined “local governments” in the Homeland Security Act of 2002; and

WHEREAS, N.J.S.A. 40A: 14-26 AND 156.1 et seq. has authorized interjurisdictional mutual aid; and

WHEREAS, the Mayor and Council of the Borough of Englishtown and the Participating Units recognize the benefit of entering into an Agreement for mutual aid and assistance with each other to protect against loss, damage or destruction by fire, civil unrest, hazardous material, major criminal or emergency events, natural and man-made disaster or catastrophe and to address those situations when additional aid and assistance is needed to protect the best interests of the persons and property of each individual jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Intra-County Mutual Aid and Assistance Agreements between the Borough of Englishtown and Participating Units be and are hereby accepted.

BE IT FURTHER RESOLVED that the Mayor and Municipal Clerk are authorized to execute the Intra-County Mutual Aid and Assistance Agreements once they have been authorized and executed by each Participating Unit.

BE IT FURTHER RESOLVED that the Municipal Clerk shall forward a certified true copy of this resolution to the Monmouth County Sheriff; Office of Emergency Management Coordinator; and the Borough OEM Coordinator.

Offered By:

Seconded By:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbaturk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-120**

RESOLUTION AUTHORIZING NEW EMERGENCY OPERATIONS PLAN

WHEREAS, P.L. 1989, c. 222 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State; and

WHEREAS, an Emergency Operations Plan will allow the Borough of Englishtown in correlation with its Office of Emergency Management to better prepare and manage jurisdiction-wide emergencies; and

WHEREAS, the Borough must submit an Emergency Operations Plan through the County Office of Emergency management to the State Office of Emergency Management for initial review and approval, and will require recertification every four (4) years; and

WHEREAS, the Borough is in receipt of an Emergency Operations Plan and a request from its Office of Emergency Management for formal adoption; and

WHEREAS, on October 28, 2020 the Borough adopted Resolution No 2020-XXX authorizing the execution of the Monmouth County, Intra-County Mutual Aid and Assistance Agreement between the County, the Borough and Participating Units.

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 and adopts a newly revised Municipal Emergency Operations Plan attached hereto and made part hereof.

BE IT FURTHER RESOLVED, that the Borough hereby authorizes continues participation in the Monmouth County Intra-County Mutual Aid and Assistance Agreement as referenced for the term consistent with the Municipal Emergency Operations Plan.

BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby authorized and directed to send a certified true copy of this Resolution to the Monmouth County Office of Emergency Management Coordinator

Offered By:

Seconded By:

Roll Call: Ayes:
 Nays:
 Abstain:
 Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbatuk, Municipal Clerk

**BOROUGH OF ENGLISHTOWN
RESOLUTION NO. 2020-121**

**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 \$638,856.13 are hereby authorized to be paid on October 28, 2020.
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.

Offered by:

Seconded by:

Roll Call: Ayes:

Nays:

Abstain:

Absent:

I do hereby certify the above to be a true copy of a resolution adopted by the Governing Body of the Borough of Englishtown at a regular meeting held October 28, 2020.

Peter Gorbaturk, Municipal Clerk

**Borough of Englishtown
Preliminary Bill List
Submitted to Borough Council
for Approval at Meeting of
October 28, 2020**

<u>Fund</u>	<u>Amount</u>
1 Current Fund Budget	\$ 235,309.15
Tax Refund	\$ -
Man/Eng School Taxes	\$ 227,757.10
Freehold Reg H.S. School Taxes	\$ 91,094.00
County Taxes	\$ -
Marriage License Fees	\$ 75.00
Fire District Taxes	\$ -
Tax redemption lien	\$ -
Tax Appeal Refund	\$ -
Petty Cash	\$ -
Accounts Payable	\$ -
2 Grant Fund	\$ 377.11
4 General Capital	\$ 647.66
5 Water Utility Fund	\$ 56,895.22
6 Water Capital Fund	\$ -
7 Sewer Utility Fund	\$ 6,406.27
8 Sewer Capital Fund	\$ -
12 Regular Trust Fund	\$ 2,358.72
13 Unemployment Trust	\$ -
14 Community Development	\$ -
15 Escrow Funds	\$ 1,160.00
17 Dog Trust Fund	\$ 1,009.60
20 Payroll Deduction Fund	\$ 15,766.30
30 Special Events Fund	\$ -
	\$ -
Total Bill List	<u>\$ 638,856.13</u>

This is to certify that funds are available to pay bills and payroll as listed on the attached Bill List.

Sylvia Eryan-Hawileh

Sylvia Eryan-Hawileh
Chief Financial Officer

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

P.O. Type: All
Range: First to Last
Format: Detail with Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name

PO #	PO Date	Description	Contract	PO Type	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
AGE333		A-GENERAL SEWER SERVICE, INC						
20-00539	07/16/20	SEWER LINE 15 MAIN STREET						
1	SEWER LINE 15 MAIN STREET	225.00	0-07-55-502-026	B Maint of Equip-Sewer	R	07/16/20	10/20/20	58612
	SEWER MAIN NEXT TO WATER PLANT WAS BACKED UP.							

Vendor Total: 225.00

AME750 AMERICAN WEAR INC

20-00673 09/15/20 AUGUST UNIFORM RENTALS									
1	AUGUST UNIFORM RENTALS	152.08	0-01-26-310-032	B Clothing & Uniforms-Building Gds	R	09/15/20 10/20/20	641000		N
2	AUGUST FLOORMAT RENTAL	<u>15.00</u>	0-01-26-310-024	B Maint of Build-Building Gds	R	09/15/20 10/20/20	641000		N
		167.08							

Vendor Total: 334.16

BOB450 BOB JOHNSON'S COMPUTER STUFF

20-00602 08/13/20 NOTEBOOK COMPUTER-CODE ENFORCE									
1	PANASONIC TOUGHBOOK	899.99	0-01-22-200-053	B Office Equipment-Code Enforcement	R	08/13/20 10/20/20	56024	N	
2	10% OFF DISCOUNT	90.00-	0-01-22-200-053	B Office Equipment-Code Enforcement	R	08/13/20 10/20/20	56024	N	
3	3 YEAR EXTENDED WARRANTY	250.00	0-01-22-200-053	B Office Equipment-Code Enforcement	R	08/13/20 10/20/20	56024	N	
		<u>1,059.99</u>							

Vendor Total: 1,059.99

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

Page No: 2

Vendor # Name	PO #	PO Date	Description	Contract Amount	Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc
CAB250 OPTIMUM												
	20-00760	10/14/20	POLICE IP ADDRESS 10/8-11/7/20									
	1	POLICE IP ADDRESS 10/8-11/7/20	141.18	0-01-25-240-081	B Computer Services & Maintenance-Police	R		10/14/20	10/20/20		07864166034011	N
		Vendor Total:	141.18									
CER750 CERTIFIED SPEEDOMETER SERVICE												
	20-00644	09/03/20	SPEEDOMETER CALIBRATION									
	1	SPEEDOMETER CALIBRATION CAR # 1,2,3,5,6 Invoice #22693	237.00	0-01-25-240-025	B Maint of Motor Vehicles-Police	R		09/03/20	10/20/20		22693	N
		Vendor Total:	237.00									
CJIS500 CJIS SOLUTIONS												
	20-00648	09/05/20	POLICE WEBHOSTING LEVEL 1									
	1	POLICE WEBHOSTING LEVEL 1	100.00	0-01-25-240-081	B Computer Services & Maintenance-Police	R		09/05/20	10/20/20		INV-2020-3102	N
	20-00649	09/05/20	ADMINISTRATION E-MAIL									
	1	MICROSOFT EXCHANGE ONLINE P2 EMAIL, CALENDAR AND CONTACTS. PRICE INCLUDES COMPUTER SERVICE MAINTENANCE OF USERS AND ADMIN ACCT PLUS UNLIMITED ARCHIVE STORAGE. 50GB MAILBOX STORAGE.	2,016.00	0-01-20-100-081	B Computer Services-Gen Admin	R		09/05/20	10/20/20		INV-2020-3101	N
		Vendor Total:	2,116.00									
ENGL142 ENGLISHTOWN AUTOMOTIVE, INC.												
	20-00686	09/23/20	07/27/20 OIL CHANGE '19 DODGE									
	1	SYNTHETIC MOTOR OIL	68.60	0-01-25-240-025	B Maint of Motor Vehicles-Police	R		09/23/20	10/20/20		28305	N
	2	LUBE/OIL/FILTER - LABOR	30.00	0-01-25-240-025	B Maint of Motor Vehicles-Police	R		09/23/20	10/20/20		28305	N
			98.60									
	20-00747	10/13/20	CAR REPAIRS 9/28/20									
	1	CAR REPAIRS 9/28/20 2015 DODGE CHARGER 7 QTS OIL	170.95	0-01-25-240-025	B Maint of Motor Vehicles-Police	R		10/13/20	10/20/20		28466	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Exc1
	Item Description	Amount	Charge Account	Acct Type Description							
ENG142	ENGLISHTOWN AUTOMOTIVE, INC.	Continued									
	20-00747 10/13/20 CAR REPAIRS 9/28/20		Continued								
	CHANGE OIL AND FILTER										
	CHECK ALL FLUID LEVELS										
	CHECK AIR PRESSURE IN TIRES										
	TOP WASHER FLUID										
	TEST COMPUTER FOR CODES. TEST WIRES FROM										
	COMPUTER TO IGNITION COIL. INSPECT WIRE										
	CONNECTION. ROAD TEST FOR MISFIRE.										
	Vendor Total:	269.55									
ENG710	ENGLISHTOWN SEWER DEPT										
	20-00761 10/14/20 SEWER CHARGES DUE 11/16/20										
	1 SEWER CHARGES FOR BORO HALL	129.00	0-01-31-445-000	B WATER/SEWER	R		10/14/20	10/20/20		561-0	N
	2 SEWER CHARGES FOR DPW GARAGE	129.00	0-01-31-445-000	B WATER/SEWER	R		10/14/20	10/20/20		562-0	N
	3 SEWER CHARGES FOR WATER PLANT	129.00	0-05-55-502-078	B Water/Sewer Charges-Water	R		10/14/20	10/20/20		561-1	N
		387.00									
	Vendor Total:	387.00									
ENG852	ENGLISHTOWN WATER DEPT										
	20-00762 10/14/20 WATER CHARGES DUE 11/16/20										
	1 WATER CHARGES - BORO HALL	480.00	0-01-31-445-000	B WATER/SEWER	R		10/14/20	10/20/20		561-0	N
	2 WATER CHARGES - DPW GARAGE	65.00	0-01-31-445-000	B WATER/SEWER	R		10/14/20	10/20/20		562-0	N
		545.00									
	Vendor Total:	545.00									
FAM500	FAMILY PRACTICE OF CENTRASTATE										
	20-00623 08/25/20 POLICE PHYSICALS										
	1 POLICE PHYSICAL	230.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R		08/25/20	10/20/20		1000000072851	N
	ANDREW SIMPSON										
	20-00709 09/30/20 HEPATITIS TITER/HEP B VACCINE										
	1 HEPATITIS TITER/B VACCINES	625.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R		09/30/20	10/20/20		1000000072851	N
	ANDREW SIMPSON										
	2 HEPATITIS TITER/B VACCINES	330.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R		09/30/20	10/20/20		1000000072851	N

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
FAM500	FAMILY PRACTICE OF CENTRASTATE Continued										
20-00709	09/30/20	HEPATITIS TITER/HEP B VACCINE	Continued								
	CESAR LOPEZ										
3	HEPATITIS TITER/B VACCINES	120.00-	0-01-25-240-096	B Psychological/Medical Exam-Police	R	09/30/20	10/20/20			1000000072851	N
	TIMOTHY LEITSTEIN										
		175.00									
	Vendor Total:	405.00									
FED333	FEDEX										
20-00705	09/30/20	PACKAGE TO DRAEGER SAFETY									
1	PACKAGE TO DRAEGER SAFETY	72.94	0-01-25-240-058	B Other Equip & Supplies-Police	R	09/30/20	10/20/20			192831253	N
	Vendor Total:	72.94									
FRH500	FREEHOLD REGIONAL HIGH SCHOOL										
20-00717	10/01/20	SCHOOL TAX PAYMENT 10/2020									
1	SCHOOL TAX PAYMENT 10/2020	91,094.00	0-01-55-999-005	B FREEHOLD REGIONAL SCHOOL TAX	R	10/01/20	10/20/20			OCT 2020	N
	Vendor Total:	91,094.00									
GOV500	GOVCONNECTION, INC										
20-00701	09/28/20	COMPUTER FOR WATER/SEWER CLERK									
1	COMPUTER FOR WATER/SEWER CLERK	562.30	0-05-55-502-036	B Office Supplies-Water	R	09/28/20	10/20/20			15963189	N
2	COMPUTER FOR WATER/SEWER CLERK	562.30	0-07-55-502-036	B Office Supplies-Sewer	R	09/28/20	10/20/20			15963189	N
	DELL DESKTOP COMPUTER										
	MONITOR										
	MOB OFFICE STANDARD 2019 LICENSE										
		1,124.60									
	Vendor Total:	1,124.60									
GRE500	GREGORY WOJYN										
20-00752	10/14/20	LENOVO 15" LAPTOPS									
1	LENOVO 15" LAPTOPS	599.98	C-04-55-190-100	B COMPUTER EQUIP-POLICE/ADMIN-CY 2019	R	10/14/20	10/20/20			REIMBURSEMENT	N
	CFO										

October 21, 2020
06:03 PM

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

Page No: 5

Vendor # Name		Contract		PO Type	First		Rcvd	Chk/Void	1099		
PO #	PO Date	Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
GRE500	GREGORY WOJYN	Continued									
20-00752	10/14/20	LENOVO 15" LAPTOPS		Continued							
		TAX COLLECTOR									
Vendor Total:			599.98								
HOM250	HOME DEPOT/GECF										
20-00683	09/23/20	SUMP PUMP									
		1 SUMP PUMP	149.00	0-05-55-502-024	B Maint of Build-Water	R	09/23/20	10/20/20		603532264901918	N
20-00706	09/30/20	VARIOUS SUPPLIES									
		1 VARIOUS SUPPLIES	224.50	0-01-26-310-024	B Maint of Build-Building Gds	R	09/30/20	10/20/20		603532264901918	N
Vendor Total:			373.50								
INS500	INST. FOR FORENSIC PSYCHOLOGY										
20-00566	07/30/20	PSYCHOLOGICAL EXAM - SIMPSON									
		1 PSYCHOLOGIAL EXAM - SIMPSON	450.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R	07/30/20	10/20/20		14268	N
20-00625	08/25/20	PSYCHOLOGICAL EXAM - DOMINGO									
		1 PSYCHOLOGIAL EXAM - DOMINGO	450.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R	08/25/20	10/20/20		14547	N
Vendor Total:			900.00								
JCP500	JCP&L										
20-00766	10/19/20	STREET LIGHTING 9/18-10/16/20									
		1 STREET LIGHTING 9/18-10/16/20	2,136.33	0-01-31-435-000	B STREET LIGHTING	R	10/19/20	10/20/20		100011338785	N
20-00767	10/19/20	MASTER ELECTRIC 8/28-9/25/20									
		1 MASTER ELECTRIC 8/28-9/25/20	859.10	0-01-31-430-000	B ELECTRICITY	R	10/19/20	10/20/20		200000022893	N
		2 MASTER ELECTRIC 8/28-9/25/20	1,528.63	0-05-55-502-071	B Electricity-Water	R	10/19/20	10/20/20		200000022893	N
			2,387.73								
Vendor Total:			4,524.06								

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

Vendor # Name	PO # PO Date Description	Contract Amount Charge Account	PO Type Acct Type Description		Stat/Chk	First Rcvd Enc Date Date	Chk/Void Invoice	1099 Exc1
MAS500 MASER CONSULTING P.A.								
20-00162 02/29/20 2020 CPWM SERVICES	B							
9 CPWM AUGUST 2020 SERVICES	765.00	0-01-26-310-028	B Professional Services-Building Gds	R	07/03/20	10/20/20	606317	N
20-00690 09/24/20 ENG ESCROW-IMPELLIZERI 9/6/20								
1 ENG ESCROW-IMPELLIZERI 9/6/20	145.00	T-15-56-853-807	B Insp Esc-Paul Impellizeri (562587)	R	09/24/20	10/20/20	606336	N
20-00691 09/24/20 PLAN ESC-SCARPONE 9/6/20								
1 PLAN ESC-SCARPONE 9/6/20	217.50	T-15-56-853-711	B Plan Esc-Michelle Scarpone (804500)	R	09/24/20	10/20/20	606332	N
20-00692 09/24/20 PLAN ESC-ARCH DEV 606329								
1 PLAN ESC-ARCH DEV 606329	435.00	T-15-56-853-710	B PLAN ESC ARCH DEVELOPER (68 MAIN) 897706	R	09/24/20	10/20/20	606329	N
20-00693 09/24/20 PLAN ESC-SCARPONE 8/9/20								
1 PLAN ESC-SCARPONE 8/9/20	145.00	T-15-56-853-711	B Plan Esc-Michelle Scarpone (804500)	R	09/24/20	10/20/20	601065	N
20-00694 09/24/20 PLAN ESC-VILLAGE CNTR 8/9/20								
1 PLAN ESC-VILLAGE CNTR 8/9/20	217.50	T-15-56-853-754	B P Esc-Village Center 174563)	R	09/24/20	10/20/20	601059	N
Vendor Total:	1,925.00							
MGL500 MGL PRINTING SOLUTIONS								
20-00721 10/02/20 3 PART LASER PURCHASE ORDERS								
1 3 PART LASER PURCHASE ORDERS	174.00	0-01-20-130-023	B Printing & Binding-Finance	R	10/02/20	10/20/20	175696	N
2 3 PART LASER PURCHASE ORDERS	115.00	0-05-55-502-023	B Printing & Binding-Water	R	10/02/20	10/20/20	175696	N
3 3 PART LASER PURCHASE ORDERS	40.00	0-07-55-502-023	B Printing & Binding-Sewer	R	10/02/20	10/20/20	175696	N
4 SHIPPING	26.00	0-01-20-130-023	B Printing & Binding-Finance	R	10/02/20	10/20/20	175696	N
TOTAL OF 1000 PURCHASE ORDERS	355.00							
20-00742 10/13/20 SIGNATURE STAMP								
1 SIGNATURE STAMP	49.00	0-01-20-130-036	B Office Supplies-Finance	R	10/13/20	10/20/20	175617	N
2 SHIPPING	9.00	0-01-20-130-036	B Office Supplies-Finance	R	10/13/20	10/20/20	175617	N
SYLVIA ERYAN-HAWILEH	58.00							
Vendor Total:	413.00							

ENGLISHTOWN BOROUGH
Bill List By Vendor Id

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First	Rcvd	Chk/Void	1099
Item Description	Amount	Charge	Account	Acct Type	Description	Enc Date	Date	Date	Invoice	Excl
MON250 COUNTY OF MONMOUTH										
20-00689 09/23/20 VEHICLE REPAIRS CAR #3										
1 AIR FILTER CAR #3	9.45	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
2 OIL FILTER CAR #3	3.18	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
3 CABIN AIR FILTER CAR #3	7.52	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
4 OIL CAR #3	48.93	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
5 WINDSHIELD WASHER FLUID CAR #3	1.50	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
6 OIL CHANGE LABOR CAR #3	40.69	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
7 HEADLIGHT CAR #3	4.13	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
8 LIGHT REPAIR LABOR CAR #3	30.52	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
9 IDLER PULLEY CAR #3	11.17	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
10 IDLER PULLEY CAR #3	24.72	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
11 ENGINE REPAIR LABOR CAR #3	30.52	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
12 SANITIZE & DISINFECT CAR #3	10.17	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
13 SANITIZE & DISINFECT CAR #3	10.17	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
14 TPMS CAR #3	43.45	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
15 TIRE REPAIR LABOR CAR #3	30.52	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
16 TIRE REPAIR LABOR CAR #3	40.69	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
17 SUPERVISOR REVIEW LABOR CAR #3	15.98	0-01-25-240-025	B Maint of Motor Vehicles-Police	R	09/23/20	10/20/20	ENGPD	07-20-09	N	
	363.31									
Vendor Total:	363.31									
MUN150 MUNICIPAL CAPITAL FINANCE										
20-00718 10/01/20 COPIER LEASE 10/1/20-10/31/20										
1 COPIER LEASE 10/1-10/31/20	63.01	0-01-20-120-030	B Photocopy & Supplies-Clerk	R	10/01/20	10/20/20	2286		N	
2 COPIER LEASE 10/1-10/31/20	31.52	0-05-55-502-030	B Photocopy & Supplies-Water	R	10/01/20	10/20/20	2286		N	
3 COPIER LEASE 10/1-10/31/20	31.50	0-07-55-502-030	B Photocopy & Supplies-Sewer	R	10/01/20	10/20/20	2286		N	
	126.03									
Vendor Total:	126.03									
NJG333 NJ NATURAL GAS CO.										
20-00744 10/13/20 NATURAL GAS 9/1/20-9/30/20										
1 NATURAL GAS 9/1/20-9/30/20	68.87	0-01-31-446-000	B NATURAL GAS	R	10/13/20	10/20/20	22000634564Y		N	
20-00745 10/13/20 NATURAL GAS 9/1/20-9/30/20										
1 NATURAL GAS 9/1/20-9/30/20	44.28	0-05-55-502-083	B Natural Gas-Water	R	10/13/20	10/20/20	220018044757		N	

Vendor # Name	PO # PO Date Description	Contract PO Type	Stat/Chk	First Rcvd	Chk/Void	1099
	Item Description	Amount Charge Account Acct Type Description		Enc Date Date	Date Invoice	Exc
PYR500 PYRZ WATER SUPPLY CO. INC.						
20-00590 08/11/20 CHLORINE PUMP						
1 CHLORINE PUMP	1,730.00 0-05-55-511-500	B CAPITAL OUTLAY-Water	R	08/11/20 10/20/20	42839	N
Vendor Total:	1,730.00					
SAF555 SAFE ID CARD SYSTEM, INC.						
20-00687 09/23/20 ID CARDS #21, #22 & #27						
1 ID CARD #27	15.00 0-01-25-240-032	B New Uniforms & Related Supplies-Police	R	09/23/20 10/20/20	4184	N
2 ID CARDS #21 & 22	40.00 0-01-25-240-032	B New Uniforms & Related Supplies-Police	R	09/23/20 10/20/20	4184	N
	55.00					
20-00688 09/23/20 ID CARD #28						
1 ID CARD #28	15.00 0-01-25-240-032	B New Uniforms & Related Supplies-Police	R	09/23/20 10/20/20	4192	N
Vendor Total:	70.00					
STA450 STAPLES BUSINESS ADVANTAGE						
20-00246 03/25/20 COMPUTER PURCHASES						
3 LOGITECH M325 WIRELESS MOUSE	17.69 C-04-55-190-100	B COMPUTER EQUIP-POLICE/ADMIN-CY 2019	R	03/25/20 10/20/20	3443480185	N
4 TAGUS LAPTOP SLEEVE 17"	29.99 C-04-55-190-100	B COMPUTER EQUIP-POLICE/ADMIN-CY 2019	R	03/25/20 10/20/20	3443480185	N
	47.68					
20-00711 09/30/20 BADGE LAMINATING POUCHES						
1 BADGE LAMINATING POUCHES	27.50 0-01-25-240-036	B Office Supplies-Police	R	09/30/20 10/20/20	3458253831	N
20-00731 10/07/20 PAPER FOR OFFICE						
1 PAPER FOR OFFICE	73.84 0-01-20-120-036	B office Supplies-Clerk	R	10/07/20 10/20/20	3458815242	N
2 PAPER FOR OFFICE	36.92 0-01-20-130-036	B office Supplies-Finance	R	10/07/20 10/20/20	3458815242	N
3 PAPER FOR OFFICE	36.92 0-01-43-490-036	B office Supplies-Court	R	10/07/20 10/20/20	3458815242	N
4 PAPER FOR OFFICE	36.92 0-05-55-502-036	B office Supplies-Water	R	10/07/20 10/20/20	3458815242	N
5 PAPER FOR OFFICE	36.92 0-01-20-145-036	B office Supplies-Tax Coll	R	10/07/20 10/20/20	3458815242	N
	221.52					
Vendor Total:	296.70					

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ENGLISHTOWN BOROUGH
Bill List By Vendor Id

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Vendor # Name		Contract PO Type		First Rcvd		Chk/Void	1099				
PO #	PO Date	Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice	Excl
STA715 STATE TOXICOLOGY LABORATORY											
20-00571 07/30/20 MANDATORY DRUG TESTING											
1	05/13/2020	APPLICANT DRUG TEST	45.00	0-01-25-240-096	B Psychological/Medical Exam-Police	R	07/30/20	10/20/20			N
Vendor Total:			45.00								
SUB500 SUBURBAN DISPOSAL INC.											
20-00733 10/07/20 GARBAGE COLLECTION 9/2020											
1	09/2020	GARBAGE COLLECTION	5,212.33	0-01-26-305-078	B Disposal Costs-Solid Waste	R	10/07/20	10/20/20		7116	N
2	9/1/20-9/30/20	TONNAGE	6,976.40	0-01-26-305-078	B Disposal Costs-Solid Waste	R	10/07/20	10/20/20		7116	N
3	9/1/20-9/30/20	TONNAGE	253.38	0-01-32-465-000	B RECYCLING TAX (NJSA 13:1E-96.5)	R	10/07/20	10/20/20		7116	N
4	9/2020	RECYCLING COLLECTION	1,677.10	0-01-26-307-078	B Disposal Costs-Recycling	R	10/07/20	10/20/20		7116	N
5	9/2020	BULKY COLLECTION	83.20	0-01-26-305-078	B Disposal Costs-Solid Waste	R	10/07/20	10/20/20		71169	N
6	9/2020	FIRE DEPT	122.00	0-01-26-307-078	B Disposal Costs-Recycling	R	10/07/20	10/20/20		7116	N
			14,324.41								
Vendor Total:			14,324.41								
TRE332 TREASURER, STATE OF NJ											
20-00764 10/15/20 MARRIAGE LICENSE 3RD QTR 2020											
1		MARRIAGE LICENSE 3RD QTR 2020	75.00	0-01-55-999-040	B STATE MARRIAGE LICENSE FEE	R	10/15/20	10/20/20		3RD QTR 2020	N
Vendor Total:			75.00								
USB500 U.S. BANK N.A.											
20-00772 10/21/20 BOND PAYMENT 11/15/2020											
1	12/1/20	BOND PRINCIPAL RFG GOB	35,000.00	0-01-45-920-000	B BOND PRINCIPAL	R	10/21/20	10/21/20		MCIA 2013B	N
2	12/1/20	BOND PRINCIPAL GOB	55,000.00	0-01-45-920-000	B BOND PRINCIPAL	R	10/21/20	10/21/20		MCIA 2013B	N
3	12/1/20	BOND INTEREST RFG GOB	7,625.00	0-01-45-930-000	B BOND INTEREST	R	10/21/20	10/21/20		MCIA 2013B	N
4	12/1/20	BOND INTEREST GOB	25,009.38	0-01-45-930-000	B BOND INTEREST	R	10/21/20	10/21/20		MCIA 2013B	N
5	12/1/20	BOND INTEREST RFG GOB	8,875.00	0-05-55-522-500	B BOND INTEREST-Water	R	10/21/20	10/21/20		MCIA 2013B	N
6	12/1/20	BOND PRINCIPAL RFG GOB	35,000.00	0-05-55-520-500	B BOND PRINCIPAL-Water	R	10/21/20	10/21/20		MCIA 2013B	N
7		ANNUAL TRUSTEE FEE	150.00	0-01-20-130-028	B Professional Services-Finance	R	10/21/20	10/21/20		MCIA 2013B	N
8		ANNUAL TRUSTEE FEE	150.00	0-05-55-502-028	B Professional Services-Water	R	10/21/20	10/21/20		MCIA 2013B	N

Vendor # Name	PO # PO Date Description	Contract PO Type		First Rcvd	Chk/Void	1099
	Item Description	Amount Charge Account Acct Type Description	Stat/chk	Enc Date Date	Date Invoice	Excl
USB500 U.S. BANK N.A.	Continued					
20-00772 10/21/20 BOND PAYMENT 11/15/2020	Continued					
DUE 11/15/2020						
	166,809.38					
Vendor Total:	166,809.38					
VER800 VERIZON WIRELESS						
20-00734 10/08/20 WATER PLANT WIRELESS 9/2020						
1 WATER PLANT WIRELESS 9/2020	40.01 0-05-55-502-076 B Telephone-Water	R	10/08/20	10/20/20	44227065600001	N
Vendor Total:	40.01					
WB500 W.B. MASON COMPANY						
20-00677 09/17/20 OFFICE SUPPLIES						
1 HP TONER 508A	158.99 0-01-20-120-036 B Office Supplies-Clerk	R	09/17/20	10/20/20	213903645	N
2 POST-IT-NOTES	19.99 0-01-20-120-036 B Office Supplies-Clerk	R	09/17/20	10/20/20	213903645	N
	178.98					
20-00712 09/30/20 OFFICE SUPPLIES						
1 P TOUCH LABELS	11.55 0-01-20-120-036 B Office Supplies-Clerk	R	09/30/20	10/20/20	214311327	N
2 BLUE PENS	12.59 0-01-20-120-036 B Office Supplies-Clerk	R	09/30/20	10/20/20	214311327	N
	24.14					
Vendor Total:	203.12					
WEL250 991-PRAXAIR DIST MID-ATLANTIC						
20-00675 09/15/20 OXYGEN/ACETYLENE REFILL						
1 OXYGEN	146.08 0-01-26-290-038 B Gen Hardware/Minor Tools-Roads	R	09/15/20	10/20/20	71368477	N
2 ACETYLENE	146.08 0-01-26-290-038 B Gen Hardware/Minor Tools-Roads	R	09/15/20	10/20/20	71368477	N
3 PAPER INVOICE FEE	1.25 0-01-26-290-038 B Gen Hardware/Minor Tools-Roads	R	09/15/20	10/20/20	71368477	N
4 SAFETY & ENVIRONMENTAL FEE	13.95 0-01-26-290-038 B Gen Hardware/Minor Tools-Roads	R	09/15/20	10/20/20	71368477	N
	307.36					
Vendor Total:	307.36					